

**TENTATIVE AGENDA & MEETING NOTICE  
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, MAY 3, 2016  
8:30 A.M.**

**WATAUGA COUNTY ADMINISTRATION BUILDING  
COMMISSIONERS' BOARD ROOM**

<b>TIME</b>	<b>#</b>	<b>TOPIC</b>	<b>PRESENTER</b>	<b>PAGE</b>
8:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: April 5, 2016, Closed Session April 19, 2016, Regular Meeting April 19, 2016, Closed Session		1
	3	APPROVAL OF THE MAY 3, 2016, AGENDA		7
8:35	4	SPECIAL RECOGNITION	CHAIRMAN HODGES	9
8:40	5	CONTINUATION OF THE PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON PROPOSED AMENDMENTS TO THE SIGN ORDINANCE	MR. JOE FURMAN	11
8:45	6	PLANNING & INSPECTIONS MATTERS A. Request to Submit Full Application to the 2017 Federal Recreational Trails Program B. Request to Set Transportation Priorities for the High Country RPO	MR. JOE FURMAN	27 57
8:50	7	LANDFILL PAVING BID AWARD REQUEST	MR. J. V. POTTER	69
8:55	8	TAX MATTERS A. Monthly Collections B. Refunds & Releases C. Unpaid Real Estate Tax Bills	MR. LARRY WARREN	79 81 83
9:00	9	FINANCE MATTERS A. BUDGET AMENDMENTS B. PROPOSED SALE OF REAL PROPERTY	MS. MARGARET PIERCE	87 89
9:05	10	MISCELLANEOUS ADMINISTRATIVE MATTERS A. Presentation of the FY 2017 Capital Improvement Plan (CIP) B. Presentation of the Manager's FY 2017 Recommended Budget C. Proposed Property & Liability Insurance and Workers Compensation Renewals Request D. Boards and Commissions E. Announcements	MR. DERON GEOUQUE	97 99 101 107 109
9:10	11	PUBLIC COMMENT		111
10:10	12	BREAK		111
10:15	13	CLOSED SESSION Attorney/Client Matters – G. S. 143-318.11(a)(3) Personnel Matters – G. S. 143-318.11(a)(6)		111
10:30	14	ADJOURN		

**AGENDA ITEM 2:**

**APPROVAL OF MINUTES:**

April 5, 2016, Closed Session  
April 19, 2016, Regular Meeting  
April 19, 2016, Closed Session

**MINUTES**  
**WATAUGA COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, APRIL 19, 2016**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, April 19, 2016, at 5:30 P.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Jimmy Hodges, Chairman  
David Blust, Vice-Chairman  
Billy Kennedy, Commissioner  
John Welch, Commissioner  
Perry Yates, Commissioner  
Stacy C. Eggers, IV, County Attorney  
Deron Geouque, County Manager  
Anita J. Fogle, Clerk to the Board

Chairman Hodges called the meeting to order at 5:30 P.M.

Commissioner Yates opened the meeting with a prayer and Commissioner Welch led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Chairman Hodges called for additions and/or corrections to the April 5, 2016, regular meeting and closed session minutes.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the April 5, 2016, regular meeting minutes as presented.

VOTE: Aye-5  
Nay-0

Amendments were requested by the County Attorney for the closed session minutes, therefore, action was tabled until a future meeting.

**APPROVAL OF AGENDA**

Chairman Hodges called for additions and/or corrections to the April 19, 2016, agenda. The County Attorney stated that there were no Attorney/Client matters to discuss in closed session and, therefore, that portion of the closed session could be removed.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the April 19, 2016, agenda as amended.

VOTE: Aye-5  
Nay-0

**PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON A PROPOSED SOLICITATION ORDINANCE**

A public hearing was held to allow citizen comment on the proposed Solicitation Ordinance.

Chairman Hodges called the public hearing to order at 5:33 P.M.

Sheriff Hagaman presented a draft ordinance regulating panhandling in the County.

Mr. Eric Eller shared his comments on the proposed ordinance.

There being no further public comment, Chairman Hodges closed the public hearing at 5:58 P.M. and tabled consideration of the ordinance to allow for further review.

**PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON PROPOSED AMENDMENTS TO THE SIGN ORDINANCE**

A public hearing was held to allow citizen comment on proposed amendments to the Sign Ordinance.

Chairman Hodges called the public hearing to order at 6:07 P.M.

Mr. Joe Furman stated that the Planning Board had recently approved changes to the County's sign ordinance. The changes were in response to the U.S. Supreme Court case Reed versus the Town of Gilbert, Arizona. Sign regulations must now be content-neutral. It is permissible to regulate size, number, location, and differentiate between temporary and permanent and commercial and residential. Mr. Furman reviewed additional changes and recommended not taking action until those changes could be presented at the next regular meeting.

There was no public comment.

Commissioner Yates, seconded by Commissioner Welch, moved to continue the public hearing on Tuesday, May 3, 2016, at 8:30 A.M. as recommended by Mr. Furman to review additional amendments.

VOTE: Aye-5  
Nay-0

**COOPERATIVE EXTENSION UPDATE**

Mr. Richard Boylan, Area Specialized Agent with Cooperative Extension, provided program updates. The report was for information only; therefore no action was required.

**TAX MATTERS**

***A. Monthly Collections Report***

Tax Administrator Larry Warren presented the Tax Collections Report for the month of March 2016. This report was presented for information only and, therefore, no action was required.

***B. Refunds and Releases***

Mr. Warren presented the Refunds and Releases Report for March 2016 for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Kennedy, seconded by Commissioner Welch, moved to approve the Refunds and Releases Report for March 2016, as presented.

VOTE: Aye-5  
Nay-0

**BUDGET AMENDMENTS**

Ms. Margaret Pierce, Finance Director, reviewed the following budget amendments:

Account #	Description	Debit	Credit
103991-399100	Fund Balance Appropriation		\$150,000
104264-458000	Capital Outlay-Buildings	\$150,000	

The amendment recognized additional funds for the Emergency Medics Base construction contract.

Commissioner Kennedy, seconded by Commissioner Yates, moved to approve the budget amendments as presented by Ms. Pierce.

VOTE: Aye-5  
Nay-0

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

***A. Boards and Commissions***

County Manager Geouque presented the following Boards and Commissions appointments for consideration:

**Watauga Community Housing Trust Board**

The Watauga Community Housing Trust Board of Directors appointments are due for reappointment. The Commissioners appoint organizations to the Board; the organizations then designate an individual to be the representative. The expiring seats are for Town of Boone, Appalachian Regional Health Care System, and Habitat for Humanity. It is requested that these organizations be reappointed. The terms are two years.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to appoint the Town of Boone, Appalachian Regional Health Care System, and Habitat for Humanity to serve on the Watauga Community Housing Trust Board; each for a two-year term.

VOTE: Aye-5  
Nay-0

Watauga County Board of Adjustment

Janet Beck has resigned from the Board of Adjustment. Her 3-year term was set to expire in November. She is an at-large appointee. The Commissioners have the option of appointing someone to finish the term or to make a new 3-year appointment that would expire in November, 2019. No volunteer applications have been received for this position at this time.

Watauga County Nursing Home Community Advisory Committee

Regional Ombudsman, Laura Jane Ward, has requested that Mr. Tim Racz and Ms. Karen Robertson be considered for reappointment to serve on the Watauga County Nursing Home Community Advisory Committee for three-year terms.

Commissioner Yates, seconded by Commissioner Welch, moved to waive the second reading and reappoint Mr. Tim Racz and Ms. Karen Robertson to each serve a three-year term on the Watauga County Nursing Home Community Advisory Committee.

VOTE: Aye-5  
Nay-0

***B. Announcements***

County Manager Geouque announced Budget work sessions which are scheduled for Wednesday, May 11, (12:00-6:00 P.M.) and Thursday, May 12, (9:00 A.M.-12:00 P.M.). Both work sessions will be held in the Commissioners' Board Room.

**PUBLIC COMMENT**

There was no public comment.

**CLOSED SESSION**

At 6:25 P.M., Commissioner Kennedy, seconded by Commissioner Welch, moved to enter Closed Session to discuss Personnel Matters, per G. S. 143-318.11(a)(6).

VOTE: Aye-5  
Nay-0

Commissioner Kennedy, seconded by Commissioner Welch, moved to resume the open meeting at 6:52 P.M.

VOTE: Aye-5  
Nay-0

**ADJOURN**

Commissioner Welch, seconded by Commissioner Kennedy, moved to adjourn the meeting at 6:52 P.M.

VOTE: Aye-5  
Nay-0

Jimmy Hodges, Chairman

ATTEST:  
Anita J. Fogle, Clerk to the Board

**AGENDA ITEM 3:**

**APPROVAL OF THE MAY 3, 2016, AGENDA**



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**AGENDA ITEM 4:**

**SPECIAL RECOGNITION**

Special recognition will be presented by the Chairman.

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**AGENDA ITEM 5:**

**CONTINUATION OF THE PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON PROPOSED AMENDMENTS TO THE SIGN ORDINANCE**

**MANAGER’S COMMENTS:**

The April 19<sup>th</sup> public hearing is scheduled to resume. The Planning Board recently approved changes to the County’s sign ordinance and is requesting the Board of Commissioners adopt the recommended changes. The changes are in response to the U.S. Supreme Court case Reed versus the Town of Gilbert, Arizona. Sign regulations must now be content-neutral. It is permissible to regulate size, number, location, and differentiate between temporary and permanent and commercial and residential.

The draft ordinance reflects these standards and was guided by the Signage Foundation, Inc. After the public hearing the Board may adopt the ordinance as presented, modify the ordinance, or schedule a work session with the Planning Board.

Staff seeks Board direction.

**WATAUGA COUNTY SIGN ORDINANCE****(DRAFT for hearing 4/19/16,  
continued to 5/3/16)****SECTION 100. PURPOSE AND LEGISLATIVE INTENT**

The purpose of this Sign Ordinance is to provide for the public health, safety and welfare pursuant to the general ordinance authority granted to counties by the General Assembly of North Carolina. (NCGS §153A-121 *et seq.* and other pertinent statutes and amendments thereto). By enacting this Ordinance it is the County's intent to:

1. To promote the creation of an attractive visual environment that promotes a healthy economy by:
  - a. Permitting businesses to inform, identify, and communicate effectively; and
  - b. Directing the general public through the use of signs while maintaining attractive and harmonious application of signs on buildings and sites.
2. To protect and enhance the physical appearance of the community in a lawful manner that recognizes the rights of property owners by:
  - a. Encouraging the appropriate design, scale, and placement of signs.
  - b. Encouraging the orderly placement of signs on buildings while avoiding regulations that are so rigid and inflexible that all signs in a series are monotonously uniform.
  - c. Assuring that the information displayed on a sign is clearly visible, conspicuous, legible and readable so that the sign achieves the intended purpose.
3. To foster public safety along public and private streets within the community by assuring that all signs are in safe and appropriate locations.
4. To have administrative review procedures that is the minimum necessary to:
  - a. Balance the community's objectives and regulatory requirements with the reasonable advertising and way finding needs of businesses.
  - b. Allow for consistent enforcement of the Sign Ordinance.
  - c. Minimize the time required to review a sign application.
  - d. Provide flexibility as to the number and placement of signs so the regulations are more responsive to business needs while maintaining the community's standards.

**SECTION 101. MEASUREMENT STANDARDS****101.01. Determining Sign Area and Dimensions.**

1. For a wall sign which is framed, outlined, painted or otherwise prepared and intended to provide a background for a sign display, the area and dimensions shall include the entire portion within such background or frame.
2. For a wall sign comprised of individual letters, figures or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign shall encompass a regular geometric shape (rectangle, circle, trapezoid, triangle, etc.), or a combination of regular geometric shapes, which form, or approximate, the perimeter of all elements in the display, the frame, and any applied background that is not part of the architecture of the building.
3. When separate elements are organized to form a single sign, but are separated by open space, the sign area and dimensions shall be calculated by determining the geometric form, or

combination of forms, which comprises all of the display areas, including the space between different elements.

4. Minor appendages to a particular regular shape, as determined by the Administrator, shall not be included in the total area of a sign.
5. For a freestanding sign, the sign area shall include the frame, if any, but shall not include:
  - a. A pole or other structural support unless such pole or structural support is internally illuminated or otherwise so designed to constitute a display device, or a part of a display device.
  - b. Architectural features that are either part of the building or part of a freestanding structure, and not an integral part of the sign, and which may consist of landscaping, building or structural forms complementing the site in general.
6. When two identical sign faces are placed back to back so that both faces cannot be viewed from any point at the same time, and are part of the same sign structure, the sign area shall be computed as the measurement of one of the two faces. When the sign has more than two display surfaces, the area of the sign shall be the area of largest display surfaces that are visible from any single direction.
7. In the event of a dispute in determining the area or dimensions of any sign, a negative decision of the Administrator may be appealed to the Board of Adjustment.

#### **101.02. Determining Sign Height.**

1. The height of a freestanding sign shall be measured from the base of the sign or supportive structure at its point of attachment to the ground, to the highest point of the sign. A freestanding sign on a man-made base, including a graded earth mound, shall be measured from the grade of the nearest pavement or top of any pavement curb.
2. Clearance for freestanding and projecting signs shall be measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other embellishments.

#### **101.03. Determining Building Frontages and Frontage Lengths.**

1. Building Unit - The building unit is equivalent to the tenant space. The frontage of the tenant space on the first floor shall be the basis for determining the permissible sign area for wall signs.
2. Primary and Secondary Frontage - The frontage of any building unit shall include the elevation(s) facing a public street, facing a primary parking area for the building or tenants, or containing the public entrance(s) to the building or building units.
  - a. The primary frontage shall be considered the portion of any frontage containing the primary public entrance(s) to the building or building units.
  - b. The secondary frontage shall include those frontages containing secondary public entrances to the building or building units, and all building walls facing a public street or primary parking area that are not designated as the primary building frontage by subsection "a" above.

**101.04. Length of Building Frontage.**

1. The length of any primary or secondary building frontage as defined in Section 107 shall be the sum of all wall lengths parallel, or nearly parallel, to such frontage, excluding any such wall length determined by the Administrator as clearly unrelated to the frontage criteria.
2. For buildings with two or more frontages, the length of the wall and allowable sign area shall be calculated separately for each such building frontage.
3. The building frontage for a building unit shall be measured from the centerline of the party walls defining the building unit.

**SECTION 102. SIGNS PERMITTED****102.01. Residential Subdivisions**

1. Residential Subdivision and Multi-Family Development signs shall be limited to 50 square feet.
2. Signs advertising home occupations shall be limited to 6 square feet.
3. Temporary signs shall be limited to a total of 16 square feet per parcel.

**102.02. Unzoned Commercial Areas**

1. Signs located in unzoned commercial areas shall be as described, located and designed in Section 103.
2. Temporary signs shall be limited to a total of 32 square feet per parcel.
3. Highway signs shall be as described, located and designed in Section 103.07.

**SECTION 103. DEVELOPMENT STANDARDS****103.01. Wall Signs**

1. The basic allowance for wall signs shall be limited to 1.5 square feet of sign area for each lineal foot of building or tenant frontage.
2. Each tenant may have multiple wall signs as long as the total wall sign area does not exceed the basic allowance established for wall signs.
3. The wall sign or signs shall not be greater than 80% of the length of the tenant space or the length of the building frontage for single tenant buildings.
4. The area of any wall sign may be increased by 25% when the building is setback at least 200 feet from the public right-of-way.
5. Additional wall sign area is permitted for a secondary frontage (see Definitions) which shall be equal to 100% of the primary sign area allowance.
6. The following additional wall signs may be permitted:
  - a. Projecting Signs - In addition to the allowances for wall signs, projecting signs are permitted when designed and placed for the purpose of identifying the businesses for a pedestrian walking along the same side of the street as the business they seek or under a continuous rain canopy projecting from the building. Projecting signs shall have a maximum area of 16 square feet; the bottom of the sign shall be a minimum

of 8 feet above the sidewalk; the sign shall not project more than 4 feet from the wall; and adjacent projecting signs shall not be closer than 20 feet.

- b. Building Directory – In addition to the allowances for wall signs, a directory sign may be permitted up to a maximum of 16 square feet for the purpose of identifying first floor tenants that do not have outside building frontage or upper floor tenants.
8. Additional Wall Signs for Multiple Story Buildings – An additional building sign is permitted on each of the building’s primary and secondary frontages according to the following:
- a. For a building with two floors, the area of any wall sign may be increased by 25% for each eligible wall.
  - b. This additional permitted sign area may be increased by 10% for each additional building floor.
  - c. The sign must be placed at the height for which the bonus has been granted.

### **103.02. Freestanding signs**

1. One freestanding sign is permitted for each 200 feet of primary road frontage with a maximum of 3 freestanding signs per parcel.
2. The permitted area of each freestanding sign shall not exceed 50 square feet except for:
  - a. Properties entitled to more than one freestanding sign based on primary frontage. In this instance the sign area of a single sign may be increased to a maximum area of 100 or 150 square feet in lieu of erecting a second or third sign.
3. No portion of a freestanding sign shall be in, or project over, the public right-of-way.
4. The maximum height of a freestanding sign shall be 35 feet in height above the road grade or natural grade level, whichever is higher.

### **103.03. Electronic Message Center/Changeable Copy Signs**

1. Changeable copy by non-electronic means may be utilized on any permitted sign.
2. Only one EMC sign is permitted on each road on which the development fronts.
3. EMCs may not contain or display flashing, intermittent, or moving lights, including animated or scrolling advertising.
4. EMCs are permitted provided that the copy does not change more than once every 8 seconds.
5. Copy changes must be accomplished within a one second interval.
6. EMCs are required to have automatic dimming capability that adjusts the brightness to the ambient light at all times of the day and night.
7. EMCs may not exceed 50% of the total sign area permitted.

### **103.04. Instructional signs**

1. Instructional or “way-finding” signs shall be permitted in addition to all other signs when they are of such size and location that satisfy the intended instructional purpose and based on their size, location, and intended purpose will not constitute additional advertising. Instructional signs may include the name of the business and logos.



**103.05. Window Signs**

1. Permanent window signs shall not exceed 25% of the area of a window and the total area of all window signs, including both permanent and temporary, shall not exceed 50% of the window area.

**103.06. Temporary Signs**

1. In addition to the signs permitted in Section 102, temporary signs related to Special Events are allowed on private property for a time period not to exceed 30 days. Such signs are permitted off-premises.
2. In addition to the signs permitted in Section 102, temporary signs related to a single event for commercial enterprises are allowed on private property for a time period not to exceed 30 days. Such signs are permitted on-premises only.
3. Temporary signs containing any message are allowed on private property during an election period subject to the area limitations stated herein. An election period begins the first day of filing before and ends ten days after any election conducted under federal, state, county, or city laws or ordinances in which residents of Watauga are entitled to vote, including elections or votes regarding selection or recall of any federal, state, county or city officials, any ballot questions, referendum or advisory vote.
4. Temporary sign(s) located in residential subdivisions may not exceed a total area of 16 square feet per parcel.
5. Temporary sign(s) located in unzoned commercial areas may not exceed a total area of 32 square feet per parcel.
6. Temporary signs located on property offered for sale or lease are allowed for time periods exceeding those listed herein provided such signs are promptly removed following the sale or lease closing date. All signs are subject to the area limitations stated in this Section.
7. No temporary signs may be illuminated.
8. All temporary signs must be secured to prevent them from becoming a hazard to pedestrians, vehicles or adjacent property during high winds.

**103.07. Highway Signs**

1. Highway signs shall not exceed 300 square feet in area. This square footage includes both sign face and border.
2. Highway signs shall:
  - a. Be located outside the right-of-way of all roads, or 35 feet from the center line if there is no recorded right-of-way, provided that on corner lots no part of a highway sign may be located within a triangular area formed by the street right-of-way lines and a line connecting them at points 50 feet from the right-of-way intersection.
  - b. Be located only in "Unzoned Commercial Areas" as defined in the North Carolina DOT Outdoor Advertising Manual and spaced as set forth in said manual except that new "side-by-side" signs shall be prohibited. This paragraph shall be applicable on all streets/roads in Watauga County which are not within the jurisdiction of a municipality.

- c. Be located not closer than 100 feet to a pre-existing residential structure on an adjoining lot. This does not prevent the owner of a residence from placing a highway sign on the same lot as the residence provided that the placement of such sign complies with subparagraph “b” above.
  - d. Not exceed 35 feet in height above the street/road grade level.
  - e. Not exceed a width of 30 feet.
  - f. Be located in such a way that they maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with the National Electric Code and local electric utilities’ requirements.
  - g. Be located only on primary highway systems (i.e. 105, 221, 321, and 421) with evidence of NCDOT approval.
  - h. Not be located on designated scenic byways.
3. No existing highway sign may be converted to, or replaced with, a digital billboard.
  4. No new locations for digital billboards shall be permitted.
  5. Only one highway sign shall be permitted per parcel.

## **SECTION 104. NON-CONFORMING SIGNS**

### **104.01. General Provisions**

1. Nonconforming signs shall be maintained in good condition pursuant to Section 106.
2. A Nonconforming sign shall not be altered, modified or reconstructed except:
  - a. When such alteration, modification or reconstruction would bring such sign into conformity with these regulations;
  - b. When the existing use has new ownership which results in a change in the name or logo of the use or business on the property, and such change complies with subsection “d” below;
  - c. When the space is re-occupied by a similar use and the new occupant requires no external building or site renovation, and such change complies with subsection “d” below;
  - d. Any alteration, modification or reconstruction permitted in this section shall be limited to the replacement of a sign panel, replacing individual letters and logos within the same area or repainting a sign face, and does not permit changes to the structure, framing, erection or relocation of the sign unless such changes conform to subsection “a” above.
3. Nonconforming highway signs for which there is in effect a valid NCDOT permit may be repaired or reconstructed without limitation so long as the square footage of the sign face is not increased.
4. A nonconforming sign shall be removed upon verification that the use to which such non-conforming sign refers has been abandoned for more than 180 consecutive days.

## **SECTION 105. SIGN REVIEW PROCEDURES**

1. A sign permit shall be required for all permanent signage.
2. All sign permit applications shall be reviewed for compliance with these regulations and the North Carolina State Building Code within 10 business days from the time a completed application has been accepted by the Administrator.

3. All appeals and variances regarding the sign ordinance shall be heard by the Board of Adjustment in accordance with Section 110.

## **SECTION 106. SUPPLEMENTAL CONSIDERATIONS**

### **106.01. Construction Standards**

The construction, erection, safety and maintenance of all signs shall comply with the North Carolina State Building Code and all of the following:

1. Signs shall be structurally sound and located so as to pose no reasonable threat to pedestrian or vehicular traffic.
2. All permanent freestanding signs shall have self-supporting structures erected on, or permanently attached to, concrete foundations.
3. If possible, signs should not be in locations that obscure architectural features such as pilasters, arches, windows, cornices, etc.
4. Signs shall not be in locations that interfere with safe vehicular and pedestrian circulation or public safety signals and signs.
5. No signs shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window, or door opening used as a means of egress.
6. Signs shall be structurally designed in compliance with ANSI and ASCI standards. All electric signs shall be constructed according to the technical standards of UL or other certified testing laboratory.
7. Signs may be illuminated – by external or internal means -- provided that:
  - a. The brightness and intensity shall not be greater than necessary to meet reasonable needs of the business or use served;
  - b. Light sources shall be shielded from all adjacent buildings and streets; and
  - c. The lighting shall not create excessive glare to pedestrians and/or motorists, and will not obstruct traffic control or any other public informational signs.

### **106.02. Maintenance**

All signs shall be maintained in accordance with the following:

1. The property owner shall maintain signs in a condition appropriate to the intended use and to all County standards.
2. The property owner has a continuing obligation to comply with all building code requirements.
3. If the sign is deemed by the Administrator to be in an unsafe condition, the owner of the business shall be immediately notified in writing, and shall, within 48 hours of receipt of such notification, respond to the county with a plan to correct the unsafe condition, remove the unsafe sign, or cause it to be removed. If after 30 days, the unsafe condition has not been corrected through repair or removal, the Administrator may cause the repair or removal of such sign, at the expense of the property owner or lessee. If the total costs are not paid in full within 60 days of the repairs or removal, the amount owed shall be certified as an assessment against the property of the sign owner, and lien upon that property, together with an additional 10 percent penalty for collection as prescribed for unpaid real estate taxes.

4. In cases of emergency, the Administrator may cause the immediate removal of a dangerous or defective sign without notice.
5. Whenever any sign, either conforming or nonconforming to these regulations, is required to be removed for the purpose of repair, re-lettering or repainting, the same may be done without a permit or without any payment of fees provided that all of the following conditions are met:
  - a. There is no alteration or remodeling to the structure or the mounting of the sign itself;
  - b. There is no enlargement or increase in any of the dimensions of the sign or its structure; and
  - c. The sign is accessory to a legally permitted or nonconforming use.

### **106.03. Exempt from these Regulations**

The following shall be exempt from regulation under this Ordinance:

1. Government Signs.
2. Works of Art.
3. Holiday Decorations, when displayed during the appropriate time of the year.
4. Flags, except feather flags.
5. Building markers.

### **106.04. Prohibited Signs**

The following signs are prohibited in the County:

1. Abandoned Signs.
2. Animated Signs.
3. Signs containing any words or symbols that would cause confusion because of their resemblance to highway traffic control or direction signals.
4. Signs located on trees, utility poles, public benches or any other form of public property or within any public right-of-way unless explicitly permitted by the regulations.
5. Off-Premises temporary signs, other than those explicitly permitted by Section 103.6.
6. Any signs placed on public property without consent or placed in violation of local, state, or federal requirements.

## **SECTION 107. DEFINITIONS**

The following words and phrases used in this Ordinance shall have the following meanings:

**Abandoned Sign.** A sign which for a period of at least 180 consecutive days or longer no longer advertises or identifies a legal business establishment, product or activity.

**Alteration.** Any change in copy, color, size or shape, which changes appearance of a sign, or a change in position, location, construction or supporting structure of a sign, except that a copy change on a sign is not an alteration.

**Animated Sign.** A sign which has any visible moving part, flashing or osculating lights, visible mechanical movement of any description, or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance in a manner that is not permitted by these regulations.

**Area of Sign.** Refer to measurement standards in Section 101.

**Art.** An aesthetic physical item or artistic creation.

**Attraction or Reader Board.** Any sign having changeable copy for the purpose of advertising events, sales, services or products provided on the site.

**Awning.** A shelter extending from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.

**Awning Sign.** Any permanent sign painted on or attached to or supported by an awning.

**Balloon Sign.** A temporary lighter-than-air gas-filled balloon, tethered in a fixed location that has a sign with a message on its surface or attached in any manner to the balloon.

**Banner Sign.** A temporary, lightweight sign that contains a message which is attached or imprinted on a flexible surface that deforms under light pressure and that is typically constricted of non-durable materials, including, but not limited to, cardboard, cloth and/or plastic.

**Building Identification Sign.** A permanent sign containing the name or address of a building and may include hours of operation and emergency information, such sign being located on the same site as the structure.

**Canopy.** A freestanding permanent roof-like shelter not attached to or requiring support from an adjacent structure.

**Canopy Sign.** Any permanent sign attached to or constructed underneath a canopy. These signs are below a projecting structure which extends over the pedestrian walkway which effectively prevents the wall signs for being visible to the pedestrian walking under the canopy. **See Also Projecting Sign.**

**Electronic Message Center / Changeable Copy Sign.** A permanent sign or portion thereof on which the copy or symbols change either automatically through electrical or electronic means (for example, time and temperature units), or manually through placement of letters or symbols on a panel mounted in or on a track system.

**Construction Sign.** A temporary sign identifying the persons, firms or business directly connected with a construction project.

**Directional Sign:** A permanent instructional sign located on private property at or near the public right-of-way, directing or guiding vehicular traffic onto the property and/or toward parking or other identified locations on the property.

**Digital Billboard.** A highway sign utilizing electronic image displays that present multiple static advertisements on a rotating basis.

**Freestanding Sign.** Any permanent sign which is affixed in or upon the ground, supported by one or more structural members, with air space between the ground and the sign face.

**Footcandle.** A measure of illumination on a surface that is one foot from a uniform source of light of one candle and equal to one lumen per square foot.

**Governmental Sign.** A sign erected and maintained pursuant to and in discharge of any governmental functions, or required by law, ordinance or other governmental regulation.

**Grade.** The level of the site at the property line located at the closest distance to the sign.

**Height of Sign.** Refer to measurement standards in Section 101.

**Highway Sign.** A sign directing attention to a business, commodity, service or entertainment which is conducted, sold or offered on premises other than the premises upon which the sign is located.

**Holiday Decorations.** Signs or displays including lighting which are a nonpermanent installation celebrating national, state, and local holidays or holiday seasons.

**Illegal Sign.** Any sign placed without proper approval or permits as required by this Ordinance at the time of sign placement. Illegal sign shall also mean any sign placed contrary to the terms or time limits of any permit and any nonconforming sign which has not been brought into compliance with any applicable provisions of this Ordinance.

**Illuminated Sign.** A permanent sign for which an artificial source of light is used in order to make readable the sign's message, including internally and externally lighted signs and reflectorized, glowing or radiating signs.

**Instructional Signs.** A permanent sign clearly intended for instructional purposes, as determined by the Administrator, shall not be included in the permitted sum of the sign area of identification wall signs, provided such sign is not larger than necessary to serve the intended instructional purpose, and such sign is not in a location, nor includes design characteristics, that constitute or serve the purposes of an identification sign.

**Length of Frontage.**

1. The measurement purposes, the length of any primary or secondary frontage as defined in Section 101, shall be the sum of all wall lengths parallel, or nearly parallel, to such frontage,

excluding any such wall length determined by the Administrator or Planning Commission as clearly unrelated to the frontage criteria.

2. For buildings with two or more frontages, the length and allowable sign area shall be calculated separately for each such frontage.
3. The building frontage for a building unit shall be measured from the centerline of the party walls defining the building unit.

**Logo, Logogram, or Logotype.** An emblem, letter, character, pictograph, trademark, or symbol used to represent any firm, organization, entity, or product.

**Marquee.** A permanent roof-like shelter extending from part or all of a building face and constructed of some durable material which may or may not project over a public right-of-way.

**Marquee Sign.** A permanent sign painted on or attached to or supported by a marquee.

**Mural.** A picture on an exterior surface of a structure. A mural is a sign only if it is related by language, logo, or pictorial depiction to the advertisement of any product or service or the identification of any business.

**Multi-Family Development.** Three or more dwelling units intended for residential occupancy contained within one building or a Planned Unit Development.

**Neon Sign.** A sign with tubing that is internally illuminated by neon or other electrically charged gas.

**Nonconforming Sign.** A sign which was validly installed under laws or ordinances in effect at the time of its installation, but which is in conflict with the current provisions of this Ordinance.

**Off-Premises Sign.** Any sign normally used for promoting an interest other than that of a business, individual, products, or service available on the premises where the sign is located.

**On-Premises Sign.** Any sign used for promoting a business, individual, product or service available on the premises where the sign is located.

**Primary and Secondary Frontage.** The frontage of any building or site shall include the elevation(s) facing a public street, facing a primary parking area for the building or tenants, or containing the public entrance(s) to the building or building units.

1. For multi-tenant buildings, the portion of such building that is owned, or leased by a single tenant, shall be considered a building unit.
2. The primary frontage shall be considered the portion of any frontage containing the primary public entrance(s) to the building or building units.
3. The secondary frontage shall include frontages containing secondary public entrances to the building or building units, and all walls facing a public street or primary parking area not designated as the primary frontage.

**Private Street.** Primary access ways that are intended to provide vehicular access to multiple commercial businesses and/or ownerships and are not dedicated as a public thoroughfare.

**Projecting Sign.** A permanent sign which projects from and is supported by a wall or parapet of a building with the display surface of the sign in a plane perpendicular to or approximately perpendicular to the wall. See also Canopy sign.

**Residential Subdivisions.** A collection of land parcels designated and platted (mapped) exclusively for residential development.

**Revolving or Rotating Sign.** An Animated Sign.

**Roof Sign.** Any sign erected upon a roof, parapet, or roof-mounted equipment structure and extending above a roof, parapet, or roof-mounted equipment structure of a building or structure.

**Sign.** Any name, figure, character, outline, display, announcement, or device, or structure supporting the same, or any other device of similar nature designed to attract attention outdoors, and shall include all parts, portions, units, and materials composing the same, together with the frame, background, and supports or anchoring thereof. A sign shall not include any architectural or landscape features that may also attract attention.

**Sign Face.** An exterior display surface of a sign including nonstructural trim exclusive of the supporting structure.

**Site.** All the contiguous ground area legally assembled into one development location or individual lot defined as a permanent parcel (lot of record), multiple lots of record, or a portion of a lot of record.

**Special Event Sign.** A temporary sign advertising or pertaining to any annual or seasonal event of interest to, open to, or available to, the general public.

**Temporary Sign.** A sign utilized for a limited time which is not intended to be installed on a permanent basis.

**Unzoned Commercial Area.** A site outside of municipal and county zoning jurisdiction which is within 660 feet of the nearest edge of the primary highway right of way and is actually used for commercial or industrial purposes.

**Vehicle Sign.** A sign permanently or temporarily attached to or placed on a vehicle or trailer.

**Wall Sign.** A sign permanently attached to or painted on the wall of a building or structure in a plane parallel or approximately parallel to the plane of said wall.

**Window, Area of.** The area of a single window includes all of the window panes in an area that is separated by mullions, muntins, or other dividers which are less than 3 inches wide.

**Window Sign.** A sign viewable through and/or affixed in any manner to a window or exterior glass door such that it is intended to be viewable from the exterior (beyond the sidewalk immediately



adjacent to the window), including signs located inside a building but visible primarily from the outside of the building.

### **SECTION 108. SEVERABILITY**

1. If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said ordinance without such unconstitutional provision, and the remainder of this Ordinance shall be deemed and held to be valid as if such portion had not been included.

### **SECTION 109. SUBSTITUTION**

1. Notwithstanding any other provision of this Ordinance and subject to the property owner's consent, any non-commercial copy may be substituted, in whole or in part, for any commercial copy on any sign permitted by this Ordinance. If non-commercial copy is substituted, the resulting sign will continue to be treated as the original commercial sign under this Ordinance and will not be deemed or treated as an off-premises sign.

### **SECTION 110. APPEALS AND VARIANCES**

1. Request for Variance: When unnecessary hardships would result from strict application of the ordinance, upon application by an aggrieved party with standing, the Board of Adjustment may hold a hearing pursuant to NCGS §160A-388 (a2) and may grant variances to the provisions of the ordinance in accordance with the standards and procedures established in NCGS §160a-388(d) and as established by County policy.
2. Appeal: Any sign owner or applicant who alleges that a County administrative official acted erroneously in enforcing this ordinance may appeal the decision of that administrative official to the Board of Adjustment.
3. Every decision of the Board of Adjustment shall be subject to review at the instance of any aggrieved party by the Superior Court by proceedings in the nature of certiorari. The appeal to Superior Court must be filed within 30 days of the filing of the Notice of Decision in the office of the ordinance administrator.

### **SECTION 111. PENALTIES FOR VIOLATION**

1. Any person violating provisions of this ordinance shall be given 10 working days to comply. Failure to comply within ten 10 working days shall be, upon conviction, guilty of a Class 3 misdemeanor punishable by a fine not exceeding \$50.00 or by imprisonment not to exceed 30 days, or both. Each day that the violation continues shall be deemed a separate offense.
2. In addition to, or in lieu of, the criminal penalties outlined above, each person violating this ordinance shall be subject to a civil penalty in the amount of \$200.00 per day for each day the violation is allowed to continue.

**SECTION 112. REMEDIES**

1. When the ordinance administrator determines that a sign has been erected, constructed, reconstructed, altered, repaired, converted or continued in violation of this ordinance, he or she is authorized to institute an action for injunction or take other appropriate action to prevent or abate such violation.

**SECTION 113. INTERPRETATION AND CONFLICTS**

1. The standards and provisions of this ordinance shall be interpreted as being the minimum requirements necessary to uphold the purposes of this ordinance.
2. Whenever this ordinance imposes a higher standard than required by other regulations, ordinances or rules, or by easements, covenants, or agreements, the provisions of this ordinance shall govern.
3. When the provisions of any applicable state or federal statutes impose higher standards, the provisions of such statutes shall govern unless it is determined that such higher standard is not being enforced. In such case, the provisions of this ordinance shall govern until such time as the higher standard is enforced.

**SECTION 114. JURISDICTION**

The provisions of this ordinance shall be applicable only to unincorporated areas of Watauga County which are not included in the extraterritorial jurisdiction of a municipality. The Valle Crucis Historic District and Foscoe-Grandfather Community have additional regulations concerning allowable signage.

**SECTION 115. REPEAL**

1. Upon adoption of this ordinance, the current ordinance entitled "An Ordinance to Regulate Signs in Watauga County," and all subsequent amendments thereto, shall be repealed.

**SECTION 116. EFFECTIVE DATE**

1. This ordinance shall become effective on the \_\_\_\_ day of April, 2016.

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## **AGENDA ITEM 6:**

### **PLANNING & INSPECTIONS MATTERS**

#### ***A. Request to Submit Full Application to the 2017 Federal Recreational Trails Program***

#### **MANAGER'S COMMENTS:**

County staff, with Board permission, recently submitted a pre-application for the Middle Fork Greenway that was reviewed by the North Carolina Trails Committee on March 4, 2016. The pre-application has been reviewed and the County has been invited to submit a full application. The full application is included in your packets and the deadline for submission is May 27, 2016.

Board authorization is required to submit the full application.



# Recreational Trails Program (RTP) 2017 Final Application

\*\*\* This application must be completed on a personal computer, not an Apple product. \*\*\*

Applications received after: **Friday, May 27, 2016 (11:59 pm)** will not be considered for funding.

Please contact the [State Trails Program](#) if you have questions regarding this application.

It is strongly recommended that all applicants carefully review the RTP Information Package before completing this form and supplemental materials.

**All answer boxes highlighted in RED are required before document can be submitted!**

If you have specific questions regarding RTP legislation, please reference the [FHWA - RTP website](#)

**Information provided here and in the Budget section will be used to generate a State Grant Contract if awarded. Be sure to provide accurate and succinct information.**

1. Sponsor Agency / Organization Name:

2. Sponsoring Agency:

3. Federal Tax ID Number:

**ATTENTION: All contacts and correspondence in reference to this project will be sent to the Project Contact that is listed below.**

4. Prefix:  Contact First Name:  Middle Initial:

Last Name:  Suffix:

5. Contact Title:

6. Mailing Address:

City:  State:  ZIP:

7. Telephone:  Extension:

8. E-mail Address:

9. Have you received any RTP grant funding from NC DPR in the past?

### TRAIL PROJECT INFORMATION

The Division of Parks and Recreation, State Trails Program and the North Carolina Trails Committee value trail projects that are legal, safe, and managed, that provide connectivity, legal public access and parking. Trail projects that simply dead end or circle athletic fields will not rank highly for funding. Please don't hesitate to contact our staff if you have any questions.

10. Name of Trail Project:

11. Project classification (applies to project deliverable(s) that will be paid for with RTP funding only):

If Project Classification is "Combination", provide a breakdown of project classification by %, based on RTP funding.

*Example: New Trail Construction 75%; Trailhead 15%; and Signs 10%*

Please provide sufficient information, including the closest street address or road intersection, city/town and zip code, to enable staff to locate your trail project on a map. If the project area has a 911 location, provide this information. The latitude and longitude will be used to verify information you provide in the environmental review.

12. Project County:

13. Physical Location of Project:  
*(Text is limited to space provided)*

14. Latitude and Longitude:  
(Decimal Degrees - example Raleigh, NC 35.787743, -78.644257)

### Legislative Information (for project site)

15. Congressional District(s):

16. N.C. House District(s):

17. N.C. Senate District(s):

(Include all districts if project falls in multiple districts)

### TRAIL PROJECT DETAILS

18. Will completion of this project require additional funding other than the RTP grant amount, and the required 25% cash and/or in-kind match?

19. If applicable, what is the source of this additional funding?

20. Has this additional funding been secured?

21. Provide a brief, but detailed description of your project. What will this RTP grant pay for and accomplish? (Example: What you are planning to construct, how does it meet a need, what does it connect to?)

Please use the space provided in question #37 to "Sell" your project.

*Note: This statement should be suitable for public review, text provided in this box will be published internally and externally without editing by DPR or the State Trails Program. (Text is limited to space provided)*

22. The trail project is located on (*CURRENT status of the land*)

23. If trail project is located on leased private land with legal, documented public use rights (for minimum of 10 yrs) please briefly describe.

*Example: easement, lease, MOA/ MOU, written permission - **Documentation required***

*(Text is limited to space provided)*

24. Recreational Trails Program category is: *(User categories are applicable for Signs/Blazes & Tools/Equipment)*

25. Trail project designation - please select the **highest** ranking designation for your project.  
*(Trail designation is applicable for Signs/Blazes and Tools/Equipment)*

Indicate if the trail project is designated as any of the following?

26. What type of connection does your trail project make to the existing trail/greenway network?

27. Primary designated trail user is:

28. Indicate ALL permissible trail uses for this RTP project:

OHV/ATV

Pedestrian

Canoe/Kayak

Mountain Biking

Equestrian



## PROJECT DESCRIPTION REQUIREMENTS

Questions 29 - 37 on the following pages relate directly to your project description and will determine the overall sustainability of your proposed trail project as compared to peer applications. The Division of Parks and Recreation, State Trails Program and the North Carolina Trails Committee feel that the definitions listed below best define each level of sustainability required to produce a quality trail project.

*Sustainability is defined as: a project that is economically feasible, environmentally appropriate, structurally sound, with demonstrated, quantifiable social and fiscal support from the sponsoring community, which ultimately provides the greatest return on the investment of public funds.*

It is highly recommended that you read these definitions carefully before completing questions 29 - 38.

### Definitions for Components of Sustainability:

**Physically Possible:** Any potential use must be physically possible given the size, shape, topography, and other characteristics of the site.

**Legally Permissible:** Only those uses that are, or may be, legally allowed and fall within environmental regulation will be considered for trail projects.

**Economically Feasible:** the proposed trail project must have adequate funding sources to justify the costs of construction and long term maintenance.

**Maximally Productive:** the proposed trail project must indicate that all potential opportunities have been leveraged, that the proposed project does not duplicate other efforts of the same scale and location and shows a defined public need for use of public funds.

### Physically Possible:

29. Provide a brief statement describing project readiness. Is the project just in concept? Plans in hand? Ready to build? If your project is funded, how soon can you start construction? Do you have all necessary permits for the project? *(Text is limited to space provided)*

### Legally Permissible:

30. Indicate to what degree this trail project will provide assistance to people with disabilities. List any features that are proposed for ADA compliance (surfacing, grades, handrails, font size on signs, etc.) *(Text is limited to space provided)*

31. Do you have local governing body approval - City/County Council; Board of Commissioners; Park Advisory Committee; or Board of Directors? - **Documentation required & must be included in application attachments.**

**Economically Feasible:**

32. Define public support in terms of financial commitments, in-kind commitments, letters of support and/or other commitments. *(Text is limited to space provided)*

**Maximally Productive:**

33. The public has been allowed to comment on the trail project - **Documentation required & must be included in application attachments.**

34. Please tell us about the public need for this project. *(Text is limited to space provided)*

35. Provide a brief statement describing project connectivity. Does this project complete a critical gap in an existing trail system? Does this project provide a linkage to a larger existing trail system? Does it connect neighborhoods to schools, parks, or business districts? *(Text is limited to space provided)*

36. Describe how the public has been informed about this trail project. *(Text is limited to space provided)*

37. In the space provided below, indicate why your project should be selected for funding over other projects. This is your opportunity to "sell" your project. *(Text is limited to space provided & 1000 characters)*

## BUDGET INFORMATION

Maximum Grant Award = \$100,000, Minimum Grant Award = \$10,000

The RTP Grant Program is a reimbursement grant program. A grantee must first pay for approved deliverables and will be reimbursed by the State for approved costs.

The RTP is a matching grant program. It requires a minimum 25% match for every RTP dollar received. The match may be made with cash, in-kind contributions or force labor, all listed matches will be noted in the State Grant Contract and a grantee will be expected to account for all listed matches. All match funding must be expended during the contract period of an awarded RTP grant.

Enter the amount of RTP funding requested and your minimum required match will be calculated.

RTP Amount Requested  X 25% = Required Match

***Grant recipients must be able to finance the project while periodically requesting reimbursement.***

### Budget Section Guidance

#### Accepted In-Kind Matches & Values:

<b><i>Volunteer Labor =</i></b>	\$21.47 per hour Estimate the number of volunteer hours required for each task and multiply by \$21.47 per hour volunteer time as noted by the Independentsector.org at <a href="http://www.independentsector.org/volunteer_time">http://www.independentsector.org/volunteer_time</a> .
<b><i>Volunteer Labor 16 &amp; under =</i></b>	\$7.25 per hour For volunteers age 16 and younger, use the state minimum wage of \$7.25 per hour. Sponsors must submit and retain individual time records signed by all volunteers
<b><i>Skilled Labor =</i></b>	Fair market value of labor per hour with proper documentation
<b><i>Donated Equipment =</i></b>	FEMA Equipment rates - see website <a href="http://www.fema.gov/schedule-equipment-rates">http://www.fema.gov/schedule-equipment-rates</a>
<b><i>Donated Materials =</i></b>	Fair market value of materials with proper documentation from provider
<b><i>Donated Land =</i></b>	Appraised value of land donated within 18 months of fully executed State Grant Contract with proper documentation of land value
<b><i>Other =</i></b>	Fair market value of In-Kind match/donation with documentation and/or receipts of purchase

#### Accepted Force Account & Values:

<b><i>Force Equipment =</i></b>	FEMA Equipment rates - see website <a href="http://www.fema.gov/schedule-equipment-rates">http://www.fema.gov/schedule-equipment-rates</a>
<b><i>Force Labor =</i></b>	Current hourly rate of pay for employee labor per hours worked for the associated deliverable
<b><i>Force Account Land =</i></b>	Value of land acquired within 18 months of fully executed State Grant Contract

### Deliverables Description

Define: who or what; hours or quantity; and what is to be accomplished

\*USFS Applicants: Please list the Sub-Category ([Use descriptions i -vi on outline](#)) in the Dimensions/ Description Box  
Please select the "+" button to add additional rows.

	Deliverable #	Fund Request/ Match Type	Item	Dimensions / Description (Ex: Length, width & height)	Accomplished By	Unit	Rate	Value
+								
-								

## Summary of Budget Information

**NOTE: Summary page will self-populate, please use as reference to be sure all your totals are accurate.**

### Cash Request from Recreational Trails Program

Cash-RTP	\$0.00
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### Cash and In-Kind Match

Cash-Match	\$0.00
Donated	\$0.00
Force Account	\$0.00
Skilled Labor	\$0.00
Volunteer	\$0.00
Other	\$0.00

### Cash Match + In-Kind Match = Match Total

Match Total	\$0.00
Required Match	\$0.00

### Cash Request + In-Kind Match = Project Total

Project Total	
---------------	--

## Non-Contractual Contributions

***Please use this area to describe any additional contributions your project may have. This section of contributions will not be included in your contract deliverables. This section is to document the full contribution your project will provide to the local communities.***

Please describe the additional contributions below

**Total amount of additional contributions:**

## Environmental Review

***Funded projects are required to comply with applicable local, state, and federal regulations. Completion of this section is required. This section will better assist with the coordination of applicable permits.***

The North Carolina Recreational Trails Program is made possible through funding from the Moving Ahead for Progress in the 21st Century (MAP-21) and the Federal Highway Administration. A requirement of MAP-21 is compliance with the National Environmental Policy Act, the Historic Preservation Act (Section 106), the Endangered Species Act and other federal, state and local environmental laws, regulations and Executive Orders.

**All applicants** should provide the following information to help determine the proposed project's impact on the environment. This information will be evaluated by SEPA (State Environmental Policy Act) to determine if this project is in compliance with federal and state rules and regulations. Only projects found to be in compliance will be recommended for funding. Additional information on the permitting process is available through [NCDENR environmental assistance](#). The environmental permit requirements outlined below are not a comprehensive list of all potential permitting requirements. Due to the complexities of various permit regulations, applicants are encouraged to consult environmental regulatory professionals during the early stages of project planning/development. **Please note** that compliance with environmental regulations can significantly increase the cost of your project.

**Cultural Resources Review:** *If applicable, pictures of structures required.*

Will your trail project require ground disturbances in the vicinity of National Register-listed archaeological sites or areas around buildings 50 years old or older?

**Environmental Assessment Note:** *Applicants should include locations of all known wetlands and waterbodies (streams, ponds, lakes) on site plans.*

### Environmental Assessment Document:

Will your trail project construct facilities or infrastructures on lands and/or waters owned or managed by any State agency?

Will your trail project construct a building that exceeds 10,000 square feet?

Will your trail project have the potential for significant adverse effects on wetlands; surface waters such as rivers, streams and estuaries; parklands; game lands; prime agricultural or forest lands; or areas of local, state, or federally recognized scenic, recreational, archaeological, ecological, scientific research or historical value, including secondary impacts; or would threaten a species identified on the Department of Interior's or the state's threatened and endangered species lists?

For more information : <http://portal.ncdenr.org/web/deao/ea/pa>

### CAMA Permit:

Is your trail project site located in one of the 20 CAMA counties found here <http://portal.ncdenr.org/web/cm/cama-counties> and potentially affects an 'Area of Environmental Concern' (Ex. near a coastal wetland, beach or stream?)

**USACE (404) & DWQ (401) Permits:**

Will your trail project impact surface waters (streams, rivers, ponds, lakes) or wetlands?

- \* *The potential for onsite wetlands can be determined by visiting the US Fish & Wildlife Services 'Wetlands Mapper' found at <http://www.fws.gov/wetlands/Data/Mapper.html>  
Note that wetlands mapping can be relatively inaccurate. If your project site is suspected to be near or in a wetland it is recommended that applicants have onsite wetland determinations/delineations conducted at the early stages of project development.*

**Floodplain Permit:**

Is your trail project located within any Federal Emergency Management Agency (FEMA) - designated floodway determined by the NC Floodmapping Program <http://www.ncfloodmaps.com/>

**Sedimentation & Erosion Control Plan:**

Will your trail project require ground disturbance (clearing vegetation and/or trail tread, grading, etc.) that is equal to or exceeds one acre?

- \* *Erosion and sedimentation control measures are required regardless of the size of the disturbance in order to prevent accelerated erosion and off-site sedimentation.  
For more information: <http://portal.ncdenr.org/web/lr/erosion>*

**Rare Species:**

Are there any rare species (or habitats supporting rare species) located within two miles of your trail project area?

- \* *The potential for rare species occurrences can be determined by visiting the NC Natural Heritage Program's 'Virtual Workroom' mapper found here:  
<http://portal.ncdenr.org/web/nhp/nhp-map-viewer>*

AND The US Fish and Wildlife Service (USFWS) that provides a county by county listing of federally protected species found here:

[http://www.fws.gov/raleigh/species/cntylist/nc\\_counties.html](http://www.fws.gov/raleigh/species/cntylist/nc_counties.html)

**Dam Permit:**

Is your project located on or adjacent to a dam, pond, or lake?

**DWQ Riparian Buffer Permit:**

Is your trail project located in one of the DWQ's 'Buffer Basins'/Watersheds (Catawba, Goose Creek, Jordan Lake, Neuse, Randleman, Tar-Pamlico)?

For more information, see: <http://portal.ncdenr.org/web/wq/swp/ws/webscape/contacts>

If yes, does your trail project involve ground disturbance or vegetation clearing within 50 feet of a mapped surface water (stream, river, pond, lake)?

Is your trail project located within 25 feet of DWQ's designated Trout Waters?



## Trail Design Standards

The proposed trail project is being designed according to the following trail construction design standards:

- [International Mountain Biking Association: Trail Solutions](#)
- [USFS: Trail Construction and Maintenance Notebook](#)
- [USFS: Equestrian Design Guidebook for Trails, Trailheads, & Campgrounds](#)
- [AASHTO: Guide for the Development of Bicycle Facilities](#)
- [National Off-Highway Conservation Council: Park Guidelines for Off Highway Vehicles](#)
- Other published trail design standard (list below):

## Recreational Trails Program Attachments

**NOTE: Be sure that all documents are in working order and are included on your CD/DVD to be mailed. Applications missing ANY required documents will not be reviewed for funding. Please check each box indicating that you understand what attachments are required for this application and that you have included these with your application documentation.**

**All maps should be sized to an 8.5 x 11" & .pdf format**

- Environmental Topo Map:** Map showing location of trail project to be funded by the RTP for environmental review. Map must be USGS Topo map or map excerpt delineating how the project site falls on the land, this includes indication of all bridges or water crossings. An Environmental Topo Map & project site plan should depict all known locations of waterbodies (streams, ponds, lakes) & wetlands in relation to all proposed project development.
- falls on the land, this includes indication of all bridges or water crossings. An Environmental Topo Map & project site plan should depict all known locations of waterbodies (streams, ponds, lakes) & wetlands in relation to all proposed project development.
- Overview Map:** If your project is a segment or phase of a larger trail/greenway project or plan, include a map showing the entire planned trail project. For large plans, include counties adjacent to your project area with existing & planned segments clearly identified. We want to understand how the project you are applying for fits into the greater trail/greenway plan.
- area with existing & planned segments clearly identified. We want to understand how the project you are applying for fits into the greater trail/greenway plan.
- Project Specific Map:** This map focuses on the location of the project to be accomplished and any connections to existing and planned trail systems. All map components should be clearly labeled. It should include both existing & planned trails/greenways/sidewalks, parking areas, roads, accesses, facilities, & points of interest, clearly labeled as such. It should be noted when completion of planned trails/facilities on this map is anticipated (month/year).
- should include both existing & planned trails/greenways/sidewalks, parking areas, roads, accesses, facilities, & points of interest, clearly labeled as such. It should be noted when completion of planned trails/facilities on this map is anticipated (month/year).
- Project Timeline - Including anticipated start dates, completion dates and any major project milestones
- Documentation of private land stipulations from property owners granting easements, leases (min. 10 year public trail use), licenses, MOA/MOU or other permissions (required question #23)
- Letter(s) of commitment/intent for donations listed in budget
- Resolution of Governing Body or commitment letter supporting at least a 25% match and completion of project within 2 year time frame (required question # 31)
- List of dates, locations and type of public meetings where project was presented to public (electronically or physically) and overview copy of any public comment received (required question # 33)
- Documentation for land acquired or donated and its appraised value (required - Budget Section)

## Authorization

"I am authorized by the Project Sponsor to submit this application and understand that this application will be evaluated on the basis of the information submitted, and the submission of incorrect information can result in this application being withdrawn from consideration."

Typed Name (required):

Title:

Date:

Funding Year

## Submission of Application

**E-mail submission of this application is required.**

Please complete this **entire** application.

The application deadline is **Friday, May 27, 2016 @ 11:59pm**. Email submission of this ***final application document including attachments in .pdf format*** is required by this date & time.

**Save** the file by selecting "**Save As**" and **include** your *Agency's Name* in the file name. **Submit** your application by e-mail, to [dprstate.trails@ncparks.gov](mailto:dprstate.trails@ncparks.gov), as a separate **.pdf** document attachment. Also, include the **REQUIRED** documents as separate **.pdf** attachments to your e-mail submission. **ALL** submitted documents must be in **.pdf** file types.

**State Trails Program**  
[dprstate.trails@ncparks.gov](mailto:dprstate.trails@ncparks.gov)

## Questions & Requests for Staff Assistance

The State Trails Program is ready and willing to assist in the further development of specific projects which can be realized as construction ready grant projects. These sustainable, "shovel- ready" projects leverage local funds to develop trails and trail-related recreational needs in an effort to provide low infrastructure economic development opportunities through natural resource tourism.

As stated above, we are ready, willing and available to assist with technical assistance at all stages of the project from concept to completion.

Please submit any requests for assistance to [NC Trails Program](#). The request will be logged and the [appropriate staff member](#) will contact you.

We are looking forward to working with you on your project!

# NORTH CAROLINA'S RECREATIONAL TRAILS PROGRAM GRANT



## GENERAL INFORMATION

North Carolina Division of Parks and Recreation  
State Trails Program

*\*Disclaimer: RTP Grant Information produced by the NC DPR-State Trails Program is guidance. This document can be updated/changed at any time pending review/comment from the Federal Highway Administration.*

## **QUICK FACTS ABOUT NORTH CAROLINA'S RECREATIONAL TRAILS PROGRAM**

**FINAL APPLICATION DEADLINE:**      **May 27, 2016**

**Source of Funds:**                      'Moving Ahead for Progress in the 21st Century Act'  
(MAP-21)

**Acronym:**                                      RTP

**RTP Funding Allocation for  
North Carolina:**                      2016 – Approximately \$1.49 Million  
2017 – TBD; Pending FHWA to advise

**Permissible Uses:**                      New Trail/Greenway Construction  
Trail/Greenway Renovation  
Approved Trail/Greenway Facilities  
Trail Head/Trail Markers  
Purchase of Tools to Construct and/or Renovate  
Trail/Greenway  
Land Acquisition for Trail Purposes  
Planning, Legal, Environmental, and Permitting Costs—up  
to 10% of grant amount  
Combination of the Above

**Grants Available to:**                      Governmental Agencies  
Non-profit Organizations

**Minimum Grant Amount:**              \$10,000

**Maximum Grant Amount:**              \$100,000

**Match Requirement:**                      25% Match of RTP Funds Received

State Trails Program Contact List: <http://ncparks.gov/more-about-us/grants/trail-grants/contact-us>

## **FEDERAL ENABLING LEGISLATION -RECREATIONAL TRAILS PROGRAM**

The RTP is a federal grant program authorized by Congress in 2010 as the Moving Ahead for Progress in the 21st Century Act (MAP-21). This authorization provided funding for the RTP through the 2016 fiscal year.

The intent of the RTP is to help fund trails and trail-related recreational needs at the State level. Funding for the RTP comes from federal gas taxes paid on non-highway fuel used in off-highway vehicles. The program is administered at the Federal level by the Federal Highway Administration (FHWA). At the State level, the Secretary of the Department of Environment and Natural Resources (DENR) has assigned that responsibility to the Division of Parks and Recreation - State Trails Program. The North Carolina Trails Committee (NCTC) is a seven-member advisory committee who reviews all applications and makes recommendations for funding to the Secretary. The Secretary of DENR has the final approval authority for North Carolina.

## **FEDERAL HIGHWAY ADMINISTRATION/RECREATIONAL TRAILS PROGRAM WEBSITE AND PROGRAM INFORMATION**

For more information about the Recreational Trails Program, visit the Federal Highway Administration's website: <http://www.fhwa.dot.gov/environment/rectrails/index.htm>. This site includes information about enabling legislation, program guidelines, and funding authorization.

## **FEDERAL DEFINITION OF TRAIL**

*Section 206 of the Recreational Trails Program Legislation provides the following definitions for Motorized Recreation and Recreational Trail:*

MOTORIZED RECREATION --The term "motorized recreation" means off-road recreation using any motor-powered vehicle, except for a motorized wheelchair.

RECREATIONAL TRAIL --The term "recreational trail" means a thoroughfare or track across land, water or snow, used for recreational purposes such as:

- Pedestrian activities, including wheelchair use
- Skating or skateboarding
- Equestrian activities, including carriage driving
- Non-motorized snow trail activities, including skiing

- Bicycling or use of other human powered vehicles
- Aquatic or water activities
- Motorized vehicular activities, including all-terrain vehicle riding, motorcycling, snowmobiling, use of off-road light trucks, or use of other off-road motorized vehicles

### **PERMITTED USES OF RTP GRANT FUNDS**

- Development of urban trail linkages
- Maintenance of existing recreational trails
- Restoration of areas damaged by usage of recreational trails and back country terrain
- Development of trail-side and trail-head facilities with preference for trail-head and trail information signs and parking areas; and consideration given to restrooms, drinking fountains, and other trail side facilities
- Development of a canoe/kayak access facilities and camping platforms
- Provision of features which facilitate the access and use of trails by persons with disabilities
- Acquisition of easements for trails
- Acquisition of fee-simple title to property from a willing seller for trail use, when the objective of the acquisition cannot be accomplished by acquisition of an easement or by other means

*Note: RTP guidance prohibits condemnation of any kind of interest in property and you must follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – 49 CFR Part 24*

- Construction of new trails on state, county, municipal, or conveyed easements across private lands, where a recreational need for such construction is shown
- Construction of new trails crossing federal lands, where such construction is approved by the administering agency charged with management of all impacted lands
- Planning, design, engineering, permitting, and environmental compliance study costs of up to 10% of any RTP grant award
- Acquisition of trail construction and maintenance tools and/or equipment
- Rental of trail construction and maintenance tools and equipment

### **NON-PERMITTED USES OF RTP GRANT FUNDS**

- Trail brochures and maps
- Condemnation of any kind of interest in property
- Construction of any recreational trail on National Forest System lands for motorized uses unless such lands (other than wilderness areas) are otherwise consistent with the management direction in such approved land and resource management plan

- Upgrading, expanding or otherwise facilitating motorized use or access to trails predominantly used by non-motorized trail users, and on which, as of May 1, 1991, motorized use is either prohibited or has not occurred
- Feasibility Studies
- Law Enforcement
- Railroads
- Roads
- Sidewalks
- Wilderness areas
- Construction of any recreational trail on Bureau of Land Management land for any motorized use unless the land has been designated for uses other than wilderness by an approved BLM resource management plan or has been released to uses other than wilderness by an Act of Congress; and the construction is otherwise consistent with the management direction in the approved management plan.

### **FEDERAL RTP ALLOCATION REQUIREMENTS**

- 30% Reserved for Motorized Trails  
Not less than 30% of the State's allocation must be reserved for uses relating to motorized recreation. This includes motorized single use projects and motorized diverse use projects.
- 30% Reserved for Non-Motorized Trails  
Not less than 30% of the State's allocation will be reserved for uses relating to non-motorized recreation. This includes non-motorized projects for a single use and non-motorized diverse use projects.
- 40% Diverse Use Projects  
40% of the State's allocation is discretionary funding, but preference will be given to projects with the greatest number of compatible recreational purposes or that provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized recreational trail use.

### **FEDERAL MATCH REQUIREMENTS**

The Federal RTP is a 75/25 matching grant program. For every RTP dollar received, the grantee must provide the required 25% match. This 25% match must come from a non-FHWA source in the form of cash, force labor services, in-kind services, donated materials, or the value of acquired or donated land for this specific trail project.



## **APPROVED IN-KIND AND FORCE ACCOUNT LABOR MATCH ALLOWANCES**

RTP applicants are allowed to use In-Kind and Force Account Labor services as all or some portion of their required 25% match. The services provided must be performed to assist with or support the project that will be accomplished with approved RTP grant funds. Each listed In-Kind and/or Force Labor match must reference a specific deliverable. Proof of donation/gift must be provided and value of the donation documented on official letterhead with the date of donation.

### **Allowable in-kind services are:**

#### *General Volunteer Labor*

- 17 years and up – labor valued at \$21.47 per hour as noted by the Independentsector.org at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)
- 16 years and under – labor valued at \$7.25 per hour, North Carolina’s Minimum Wage

#### *Skilled Volunteer Labor and/or Services*

- Skilled volunteer labor – valued at the fair market rate, equal to what the individual is normally paid for such service; documentation of labor and value of labor is required.

#### *Donated Equipment and Operator*

- Donated Equipment and Operator – equipment and labor valued at the fair market rate, equal to what the individual is normally paid for such service, documentation of gift and value required.

#### *Donated Materials*

- Donated Materials – valued at the fair market value of any materials from the person or persons donating the materials, documentation of gift and value required.

#### *Project Planning and Environmental Compliance Costs*

- Project Planning and Environmental Compliance Services – The donation of professional or accredited planning and environmental compliance services will be valued at the fair market value, documentation of gift and value required. These services are limited to costs incurred less than 18 months prior to or after the RTP grant contract document is fully executed. This service must apply specifically to guidance or support of the project that will be accomplished with approved RTP funds.

### *Land Donated for this Trail Project*

- Land donated to a governmental agency or a non-profit organization for public trail – valued at the appraised value of the donation. The donation of land must have taken place less than 18 months prior to or after the RTP grant contract document is fully executed.

***Note:** The donation of land or interest in land must be for a minimum of 10 years with no cancelation clauses.*

### **Allowable force account services are:**

#### *Agency or Organization’s Paid Labor*

- Use of Agency or Organization’s paid labor to accomplish approved RTP deliverables – valued at the current hourly rate of pay for employee labor per hours worked for the associated deliverable.

#### *Agency or Organization Owned or Leased Equipment*

- Use of Agency or Organization Owned or Leased Equipment to Accomplish Approved RTP Deliverables – valued according to the federally approved Federal Emergency Management Agencies (FSMA) equipment rates – information provided on the following website: <http://www.fema.gov/schedule-equipment-rates>.

#### *Value of Land Acquired by an Agency or Organization*

- Value of Land Acquired by an Agency or Organization for this Specific Trail Project – valued at the price paid by the agency or organization for the land. This acquisition of land must have taken place less than 18 months prior to or after the RTP grant contract document is fully executed.

***Note:** The acquisition of land or interest in land must be for a minimum of 10 years with no cancelation clauses.*

## **GUIDANCE FOR FORMATTING DELIVERABLES**

### **Deliverables:**

- Under “Item” on the final RTP application, each deliverable shall be listed in one of the following categories (a-f):
  - (a) Routine maintenance of trail and/or structures (within existing trail corridor and tread)

- i. Clearing trail corridor of vegetation and/or hazard tree removal
- ii. Re-grading and/or de-berming native surface trail
- iii. Filling and/or armoring low or wet areas in trail tread (with native or imported material)
- iv. Maintaining, repairing or replacing drainage structures (culverts, rolling grade dips, silt traps, ditches, etc.)
- v. Maintaining, repairing or replacing trail structures (bridges, steps, crib walls, armored crossings, etc.)
- vi. Maintaining, repairing or replacing engineered surface (aggregate, asphalt, concrete, pavers, etc.)
- vii. Light trail rehabilitation (closure of informal/social trails by blocking with natural organic materials – no soil disturbance)

(b) Major maintenance of trail and/or structures

- i. Trail Reroutes
- ii. Road to trail conversion
- iii. Installing new drainage structures in existing trail corridor and tread (culverts, rolling dips, silt traps, ditches, etc.)
- iv. Installing new trail structures in existing trail corridor and tread (bridges, steps, crib walls, armored crossings, etc.)
- v. Installing new engineered surface in existing trail corridor and tread (aggregate, asphalt, concrete, pavers, etc.)
- vi. Heavy trail rehabilitation (permanent closure with re-contouring, removal of culverts, soil disturbance, tread scarification, etc.)

(c) New construction of trail and/or structures

- i. Constructing new trail with native surface and associated drainage structures
- ii. Constructing new trail with engineered surface (aggregate, asphalt, concrete, pavers, etc.)
- iii. Installing trail structures in new location (bridges, steps, crib walls, armored crossings, etc.)

(d) Renovation or maintenance of trail support facilities

- i. Re-surfacing parking areas (aggregate, asphalt, concrete, pavers, etc.)
- ii. Maintenance of trail support facilities (repair/replace roof, painting, vault toilet pumping, etc.)
- iii. Maintenance of trailhead access roads (re-grading, re-surfacing, cleaning drainage structures, etc.)
- iv. Renovation of other trail support facilities

(e) New construction of trail support facilities

- i. Construction of new trail head parking areas
- ii. Construction/installation of new restrooms, picnic shelters, etc.

- iii. Installation of other support facility amenities (wells, water hydrants, lighting, utilities, grills, etc.)
  - iv. Construction of new canoe/kayak launches
- (f) Information kiosks, signage, and trail blazes
  - i. Maintain, repair, replace or install new trail head information kiosks and/or signs
  - ii. Maintain, repair, replace or install new trail directional signs, Carsonite posts, and/or blazes
  - iii. Maintain, repair, replace or install new trail interpretive signs
- Under “Description”, the applicant shall state the specific sub-category (i-vi) and how each deliverable is to be accomplished:
  - 1. Contract
  - 2. In-house
  - 3. Volunteers
  - 4. Combination
- Deliverables Included in Category (a) shall be quantified simply by the # of linear feet to receive routine trail maintenance - and define cost estimates in terms of \$ per foot and how you arrived at this price estimate. Specific sub-categories (i. - vii.) to be accomplished should be described, but not quantified. For example, if requesting funds for contracted routine maintenance of trail and/or structures, the “Item” would be “Routine Trail Maintenance” and the Description should include “Contracted routine trail maintenance to include clearing corridor of vegetation, regrading of trail surface, and cleaning out water diversion structures – 5 miles”.
- Deliverables Included in ALL OTHER Categories (b. - f.) - Each specific sub-category to be accomplished under ALL OTHER categories shall be specifically defined in terms of quantity and final outcomes (dimensions of work – width, length, materials, etc.). Define cost estimates per sub-category and how you arrived at this price estimate.
- Deliverables that Include Tools and/or Materials shall also be described in one or more of the categories and/or subcategories listed above. For example, if requesting funds to purchase trail building hand tools for routine maintenance, the “Item” would be “Trail Building Hand Tools” and the “Description” should include “Routine maintenance of trail and/or structures by volunteers - re-grading and/or de-berming native surface trail; maintaining, repairing or replacing drainage structures.”

**Match:**

- ALL match items (in-kind and force account) must reference a specific deliverable #.

## **GUIDANCE FOR REQUIRED MAPS**

Maps are a vital part of the application process. These will be used both in the evaluation of the project and in the environmental review process. All maps should be sized to an 8½" × 11" page.

### **Overview map:**

All projects must include an overview map that clearly shows how the RTP-funded project fits into any larger trail/greenway system of planned and/or existing trails and facilities. The project that is submitted for RTP grant consideration shall be clearly delineated and defined.

### **Project specific map:**

All projects must include a project specific map that clearly shows the location of the trail project. It should include both existing and planned trails, parking areas, roads, accesses, facilities and points of interest. Property lines should also be clearly indicated.

Project Specific Map(s) shall also show the deliverables to be accomplished as indicated above under "GUIDANCE FOR FORMATTING DELIVERABLES AND MATCH".

- Deliverables Included in Category (a) shall be mapped in general (show which specific linear feet of specific trails will receive routine maintenance).
- The **specific** location of deliverables Included in ALL OTHER Categories (b. - f.) shall be mapped to aid in environmental reviews.
- Map shall note which deliverables will be contracted out.
- Map shall note which deliverables will be completed in-house.
- Map shall note which deliverables will be accomplished with requested tools, materials, and/or equipment rental.

### **Environmental topographic map:**

All projects must also include a U.S. Geological Survey (USGS) topographic map (or map excerpt) showing the project area. The map must identify the USGS quadrangle that the project area is located.

## NORTH CAROLINA - STATE RTP REQUIREMENTS

### RTP Project Lands

North Carolina will award RTP grants to projects that are:

- On lands owned in fee simple or easements that are held in perpetuity by a governmental agency provided that the public is allowed use of the trail or facilities.
- On lands owned in fee simple or easements that are held in perpetuity by a non-profit organization provided that the public is allowed use of the trail or facilities.
- On lands that are leased by a governmental agency or non-profit organization for a minimum of 10 years.

*Note: These are listed in priority order for evaluation and funding recommendations.*

### Minimum Timeframe for Public Use

[http://www.fhwa.dot.gov/environment/rectrails/rtp9908\\_pt2.htm#page42](http://www.fhwa.dot.gov/environment/rectrails/rtp9908_pt2.htm#page42) states, "The RTP legislation does not require a minimum timeframe for a trail project to remain open to the public. Each State should establish a minimum timeframe appropriate for the type of trail use. Examples:

- A State may choose to invoke the Continuing Recreational Use provision of Section 6(f)(3) of the Land and Water Conservation Fund Act of 1965. See Continuing Recreational Use.
- If a project is located on an easement or on leased land, the State should establish a minimum timeframe for the easement or lease. The project should remain open for public access for the use for which the funds were intended.

The Division of Parks and Recreation after consulting with the North Carolina Trails Committee have established the following minimum timeframe for public use:

**Any trail project funded in part with RTP grant funds shall remain open to the public for a minimum period of 10 years. Should a RTP trail project be closed prior to 10 years of public use, without sufficient reason, the State reserves the right to seek repayment of RTP funds based on a 10% per year depreciation schedule; and, the grantee's grant performance will be used when evaluating future grant applications submitted.**

## **REIMBURSEMENT GRANT PROGRAM**

*The GRANTEE must finance 100% of the project costs.* All eligible, incurred and documented expenditures will be refunded to the grantee, up to 90% of the total **RTP award amount**. The last 10% will be withheld until the project is complete, all records submitted, and a final site inspection has been completed. When all requirements have been met, the final 10% will be reimbursed.

***Note:** You must complete at least one of your defined project deliverables in order to request any reimbursement.*

## **RTP GRANTS MANAGEMENT GUIDANCE**

Guidance is provided in the following categories, *Recommendations* and *Requirements*. Recommendations are processes tested by time that help to alleviate clerical errors and facilitate the processing of grant contracts. Recommendations are strong suggestions, but are not requirements.

Requirements are mandates from internal and external divisions that describe the process for contract execution, funding reimbursements, timelines and other grant contract terms and activities. Requirements are non-negotiable and must be followed. Please do not hesitate to contact your Trails Specialists with any questions or concerns.

## **RECOMMENDATIONS**

### **Managing funds:**

Grants are structured on a reimbursement basis. Through the years we have found that the applicant's attention to the funding streams (cash outlay and reimbursement) prior to contract, results in a more organized project. Plotting out timelines, ensuring cash is available when needed, and that reimbursements are available within expected parameters is the responsibility of the applicant.

Staff is available to offer suggestions prior to contract. Ultimately though, the applicant will need to structure the contract deliverables and reimbursement requests to run in concert with applicant's financial needs. Generally speaking, applicants fare better to structure their deliverables and the corresponding reimbursements in blocks. Ten (10) percent of all contracts must be reserved until the completion of the project. Therefore a 30% -30% -30% -10% draw structure, or something similar is recommended. This keeps cash flowing in blocks and facilitates processing. Note, this is a recommendation. Other formats can be constructed due to the applicant's needs.

## **REQUIREMENTS**

### **Legally Binding Contract**

All Grant Contracts issued by the Department of Natural and Cultural Resources are legally binding. Failure to meet terms results in breach of contract.

### **Revisions to Application/Budget Amendments: Pre-Contract**

The Federal Highway Administration has expressed concerns about the use of the “Budget Amendment Pre-Contract” document. Therefore, it has been mandated that all future contracts will be based on fully executed applications. This means that the entire application, with the revised terms, must be re-submitted before a contract will be issued by FSD.

In the guidance section *Managing Funds*, it was recommended that the applicant’s structure their deliverables to coincide with the needs for reimbursements. Special attention should be given to the structure of deliverables in the application before a contract is issued. The contract is a legally binding document. Therefore, once the terms are contracted, it is the applicant’s responsibility to perform the terms as they are stipulated in the contract. The following information regarding requirements should be considered prior to contract.

#### **Pre-contract requirements:**

1. Any application requiring changes prior to contract will have to be revised and resubmitted in total. This is a requirement of the Department of Natural & Cultural Resources to ensure uniformity of contract deliverables and terms.
2. Contracts will not be issued until a final approved grant application package has been received by the State Trails Program.

#### **Reimbursements:**

1. Deliverables must be structured in the application so that reimbursement requests relate to a completed deliverable and requisite (25%) match.
2. The entire deliverable must be completed prior to request for the deliverable reimbursement.
3. The match for the deliverable request for reimbursement must be documented.
4. Reimbursements for partially completed deliverable will not be processed.
5. Reimbursements for actions before contract execution and after the contract expiration date will not be processed.
6. Any deviation to the above Reimbursement Requirements *must* be submitted in writing to, and be approved by, the State Trails Program Head prior to the completion of the deliverable.



**Contract Amendments:**

Contract amendments and/or contract extensions may be requested. Note that all amendments or requests for extensions must be fully executed prior to the expiration of the grant contract.

**CONSULTATION AND TECHNICAL ASSISTANCE**

Your State Trails Program staff is ready to assist you in the development and/or review of your RTP Application. Please request our assistance.

A listing of staff can be found online at: <http://ncparks.gov/more-about-us/grants/trail-grants/contact-us>

**AGENDA ITEM 6:**

**PLANNING & INSPECTIONS MATTERS**

***B. Request to Set Transportation Priorities for the High Country RPO***

**MANAGER'S COMMENTS:**

The High Country RPO is requesting the county's priority projects for the Transportation Improvement Program. Mr. Furman will be on hand to present the issue and discuss possible options/actions.

Board action will be requested to submit priorities to the High Country RPO.

Brenda Lyerly  
Chair of the Board

Johnny Riddle  
Vice-Chair



Chris Jones  
Secretary

Valerie Jaynes  
Treasurer

468 New Market Blvd.  
Boone, NC 28607

www.regiond.org

Voice: 800-735-8262

Phone: 828-265-5434  
Fax: 828-265-5439

## MEMORANDUM

**TO:** Don Adams, Alleghany County Manager  
Sam Yearick, Ashe County Manager  
Tim Greene, Avery County Manager  
Charles Vines, Mitchell County Manager  
Deron Geouque, Watauga County Manager  
John Yates, Wilkes County Manager  
Nathan Bennett, Yancey County Manager  
John Ward, Boone Town Manager

**FROM:** David Graham, Transportation Planner

**SUBJECT:** High Country RPO – Call for Priority TIP Projects

**DATE:** April 14, 2016

The High Country RPO has developed a methodology for scoring and ranking transportation projects that cover all modes of transportation (*highway, bicycle & pedestrian, transit, airport, and rail*) for the Transportation Improvement Program (TIP). Based on our system, the High Country RPO will score and rank the number of **transportation projects** (highway, bicycle & pedestrian, transit, airport, and rail) from each county as follows:

- Alleghany County 3 projects
- Ashe County 5 projects
- Avery County 3 projects
- Mitchell County 3 projects
- Watauga County 4 projects
- Wilkes County 7 projects
- Yancey County 4 projects
- Boone 1 project

Please submit your county's priority projects in accordance with the schedule noted above for scoring and ranking. As individual municipalities (with the exception of the Town of Boone) will not be submitting projects to the RPO for scoring and ranking, the county requests should include both rural and urban projects. I encourage all counties to discuss priority projects with their respective municipalities prior to submitting your priority projects. **Attached are projects lists for modes of transportation that are eligible for scoring and ranking. Please select your priority projects from the attached lists only.**

**Note:** *In some cases the requisite number of projects allowed to be submitted may not be available for scoring and ranking due to limited new project submittals and the removal of older projects from NCDOT's project database. In this case you may submit a project for scoring and ranking (as a substitute for a project submittal) to see how the project ranks. However, no points can be allocated to projects submitted that are not on the attached projects lists.*

Please note that any project from the attached lists can be selected. Projects do not need to be specific to your county. In addition, there is no mandate on how counties choose priority projects.

Please give me a call if you would like to discuss individual projects.

***To have projects included for scoring and ranking, please submit your priority projects in order of priority (1st, 2nd, 3rd, ...) to me by May 9, 2016.***

Enclosures

cc: High Country RPO Rural Transportation Advisory Committee (RTAC) members  
High Country RPO Rural Transportation Coordinating Committee (RTCC) members  
Gary Page, Interim Executive Director, High Country Council of Governments  
Phil Trew, Planning Director, High Country Council of Governments  
High Country Town Managers

### Watauga County Transportation Projects For Prioritization

Rank*	Project	Division Score	Region Score	Statewide Score
1	Hwy 321/421, Bypass to Vilas	32.65	43.42	52.32
2	Hwy 105, Bypass to Clarks Crk Rd.	32.32	42.99	55.85
3	Appalcart new bus	30.73	N/A	N/A
4	Hwy 105, Clarks Crk Rd. to Linville	30.25	39.99	48.38
5	Deerfield Road upgrade	27.77	N/A	N/A
6	Hwy 105 Bypass four-laning	22.7	29.16	N/A
7	Hwy 421, Vilas to Tennessee	21.92	28.13	N/A
8	Rivers Street improvements	19.25	N/A	N/A
9	Hwy 194, King St. to Howards Crk Road	18.06	23.32	N/A

\* ranked by Division Score, the only category that includes all projects.

## Joe Furman

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**From:** Christine Pope <Christine.Pope@townofboone.net>  
**Sent:** Friday, April 22, 2016 2:13 PM  
**To:** Joe Furman  
**Subject:** Fwd: RE: Call for Priority Transportation Projects

Mr. Furman,

Please see e-mail below regarding the Boone Town Council's selection of upgrading Deerfield Road as their priority. John asked that I let you know as well.

Have a good weekend,  
Christine

Christine Pope  
Town Clerk  
Town of Boone  
P.O. Drawer 192  
Boone, NC 28607  
(828) 268-6204  
(828) 268-6208 (fax)

>>> "David Graham" <[dgraham@regiond.org](mailto:dgraham@regiond.org)> 4/22/2016 9:08 AM >>>  
Thank you Christine. Have a good weekend!

---

**From:** Christine Pope [<mailto:Christine.Pope@townofboone.net>]  
**Sent:** Friday, April 22, 2016 9:04 AM  
**To:** [dgraham@regiond.org](mailto:dgraham@regiond.org)  
**Subject:** Fwd: Call for Priority Transportation Projects

Hi David,

At last night's Council meeting, they selected the upgrades to Deerfield Road as their priority for the Town. If you need any additional information regarding their selection, just let me know.

Have a great weekend,  
Christine

Christine Pope

Joseph A. Furman, AICP  
Director, Watauga County Planning & Inspections and Economic Development  
331 Queen Street, Suite A  
Boone, NC 28607  
(828) 265-8043  
(828) 265-8080 (fax)  
[joe.furman@watgov.org](mailto:joe.furman@watgov.org)



director@appalcart.com  
(828) 297-1300 Ext. 104

April 20, 2016

Mr. Joe Furman  
Watauga County Director of Planning and Inspections  
Watauga County Administration Building  
814 W. King Street, Suite 205  
Boone, NC 28607

Dear Joe:

AppalCART would like to request Watauga County consider including our bus expansion request as one of the County's priorities that it will submit to the High Country Rural Planning Organization (HCRPO) for evaluation as the RPO decides how to allocate its local input points as part of NCDOT's Strategic Transportation Investments data driven process. Our expansion request scored a 30.73 and was the third highest scoring project on the list from Watauga County. As a divisional level project, the expansion request is not likely to receive funding unless it receives local input points from both the RPO and NCDOT Division 11 office. The current 2016-2025 State Transportation Improvement Program (STIP) has funding locked in until 2021, which means it will likely be 2022 before we could purchase the bus. If this project were to be funded through the STI process, AppalCART would have access to federal and state funds that would cover 90% of the cost of the vehicle (The estimated cost of the vehicle is \$500,000.).

Justification for Project:

- ASU currently plans to expand at about 100 to 200 students per year.
- The new College of Health Sciences building near Watauga Medical Center will have the capacity to hold 1,599 students and 232 faculty and staff and should open in the fall of 2018.
- The Standard Apartments on Blowing Rock Road will open this fall with around 500 bedrooms.
- Other apartment complexes and business are considering locations along NC 105 and 105 Bypass.

The issues listed above are going to add pressure to a transit system that is already operating near capacity from 9:00 AM until about 3:00 PM on weekdays. Last year, AppalCART provided approximately 1.82 million trips, which removed an estimated 10,000 vehicles per day from roads in the Town of Boone and Watauga County while ASU was in session.

AppalCART would greatly appreciate the consideration of our request to include this project as one of the County's priorities to submit to the High Country RPO for local input scoring.

Sincerely,

Craig Hughes  
Transportation Director

**Eligible Highway Projects**

H090193		Division Needs	New Route	US 421	NC 268	Construct new facility, part on new location.	6 - Widen Existing Roadway and Construct Part on New Location	\$ 53,879,000	N/A	N/A	22.64	High Country RPO	Wilkes
H090308		Regional Impact	NC 88	NC 88	NC 194	Upgrade the Existing Facility to 24 Ft Shoulder Section and Improve Sight Distances and Also Add Turn Lanes at Key intersections with Claybank Road, Buffalo Road, and Through Warrensville.	16 - Modernize Roadway	\$ 4,862,000	N/A	33.95	25.83	High Country RPO	Ashe
H090314	U-5867	Regional Impact	NC 194	US 421 (King Street)	SR 1306 (Howards Creek Rd)	Widen to 4 Lanes Curb and Gutter.	1 - Widen Existing Roadway	\$ 26,860,000	N/A	23.32	18.06	High Country RPO	Watauga ✓
H090504		Regional Impact	NC 226	Blue Ridge Parkway	SR 1274 (Summit Avenue)	Widen to 3 Lanes	1 - Widen Existing Roadway	\$ 29,200,000	N/A	34.63	26.58	High Country RPO	Mitchell
H090645		Regional Impact	US 19 (US 19W)	US 19E	Tennessee State Line	Upgrade the Existing Facility to 24 Ft Shoulder Section. (Mountainous Area)	16 - Modernize Roadway	\$ 36,571,000	N/A	13.41	10.36	High Country RPO	Yancey
H090646		Division Needs	SR 1001 (Oakwoods Road)	US 421	NC 268 (East Main Street)	Upgrade the Existing 2 Lane Roadway. See F5-0711B.	1 - Widen Existing Roadway	\$ 20,100,000	N/A	N/A	15.54	High Country RPO	Wilkes
H090715		Regional Impact	US 21	SR 1100 (Oklahoma Road)	SR 1900 (Old Railroad Grade Road)	Upgrade Existing Facility to 24 Ft Shoulder Section.	16 - Modernize Roadway	\$ 11,638,000	N/A	16.68	12.43	High Country RPO	Wilkes, Alleghany
H090921-A	R-2566A	Statewide Mobility	NC 105	US 221	SR 1136 in Watauga County	Widen to Multi-Lanes.	1 - Widen Existing Roadway	\$ 100,095,264	48.38	39.99	30.25	High Country RPO	Avery, Watauga ✓
H090921-B	R-2566B	Statewide Mobility	NC 105	SR 1136 in Watauga County	SR 1107 in Boone	Widen to Multi-Lanes.	1 - Widen Existing Roadway	\$ 107,411,000	55.85	42.99	32.32	High Country RPO	Watauga ✓



### Eligible Highway Projects

SPOT ID	TIP	Project Category	Route	From / Cross Street	To	Description	Specific Improvement Type	Cost to NCDOT	Statewide Mobility Quantitative Score (Out of 100)	Regional Impact Quantitative Score (Out of 70)	Division Needs Quantitative Score (Out of 50)	MPO(s)/RPO(s)	County(s)
H090048	R-0616	Regional Impact	New Route - Wilkesboro-North Wilkesboro Bypass	NC 18	US 421	NC 18 to US 421. Multi-Lanes, Part on New Location.	5 - Construct Roadway on New Location	\$ 76,630,000	N/A	35.89	25.34	High Country RPO	Wilkes
H090059-B	R-2207B	Regional Impact	NC 16	US 421	Ashe County Line	US 421 to Ashe County Line. Upgrade Two Lanes and Add Climbing Lanes. Section B: US 421 to SR 1617 (Indian Hill Road) and North of SR 1431 (Camden Drive) to Ashe County Line.	16 - Modernize Roadway	\$ 24,000,000	N/A	30.95	23.19	High Country RPO	Wilkes
H090110-A	R-2520A	Statewide Mobility	US 19 (US 19E)	East of Spruce Pine in Mitchell County	SR 1106 (Mullin Hill Road) in Avery County	Widen to Multi-Lanes.	1 - Widen Existing Roadway	\$ 44,329,000	28.04	25.65	19.61	High Country RPO	Mitchell, Avery
H090163-A	R-2615A	Regional Impact	US 421	Tennessee Line	US 321-US 421 Junction Near Vilas	Tennessee Line to US 321-US 421 Junction near Vilas. Widen to Multi-Lanes.	1 - Widen Existing Roadway	\$ 99,483,000	N/A	28.13	21.92	High Country RPO	Watauga ✓
H090163-B	R-2615	Statewide Mobility	US 321, US 421	US 321-US 421 Junction Near Vilas	Proposed Boone Bypass (U-2703)	US 321-421 Junction near Vilas to Proposed Boone Bypass (U-2703). Widen to Multi-Lanes	1 - Widen Existing Roadway	\$ 58,400,000	52.32	43.42	32.65	High Country RPO	Watauga ✓
H090169	R-2811	Regional Impact	NC 184	NC 105	SR 1342 (Hickory Nut Gap Road)	NC 105 to Hickory Nut Gap Rd (SR 1342) in Banner Elk. Widen to Multi-Lanes.	1 - Widen Existing Roadway	\$ 52,705,000	N/A	35.32	27.65	High Country RPO	Avery
H090173	R-3309	Regional Impact	NC 268	SR 1966 in Wilkes County	Elkin Bypass	SR 1966 in Wilkes County (R-2603) to Elkin Bypass (R-2604). Upgrade Two Lanes.	16 - Modernize Roadway	\$ 125,950,000	N/A	31.27	23.94	High Country RPO	Wilkes

**Eligible Highway Projects**

H11016	Regional Impact	SR 1107 (105 Bypass Road), US 321 TRUCK, US 421 TRUCK	NC 105	US 421/321/NC194	Widen to Multi-Lanes with Bike Lanes. (4 Lanes W/Median and Bike Lanes)	1 - Widen Existing Roadway	\$ 51,889,000	N/A	29.16	22.70	High Country RPO	Watauga
H140146	Division Needs	SR 1304 (Boone Trail Road)	SR 1372 (Curtis Bridge Road)	US 421 Business (D Street)	Build to current NCDOT standards	16 - Modernize Roadway	\$ 3,717,000	N/A	N/A	19.27	High Country RPO	Wilkes
H140226	Regional Impact	NC 115	From US 421	to 2nd Street	Add center turn lane, widen shoulders, include sidewalks and bike lanes	1 - Widen Existing Roadway	\$ 35,576,000	N/A	27.25	20.17	High Country RPO	Wilkes
H141040	Regional Impact	US 221	NC 113		Construct roundabout.	10 - Improve Intersection	\$ 900,000	N/A	28.35	21.44	High Country RPO	Alleghany
H141043	Regional Impact	NC 181	SR 1370 (Avery County High School Road)		Construct roundabout at the intersection of NC 181 and SR 1370 (Avery County High School Road).	10 - Improve Intersection	\$ 900,000	N/A	22.55	15.31	High Country RPO	Avery
H141976	Statewide Mobility	US 221 (Linville Falls Highway)	NC 194 (Miller's Gap Highway)		Construct roundabout	10 - Improve Intersection	\$ 900,000	33.67	27.20	18.81	High Country RPO	Avery
H150281	Division Needs	SR 1002 (Traphill Road)	SR 1713 (Yellowbanks Road)		Construct roundabout.	10 - Improve Intersection	\$ 900,000	N/A	N/A	18.71	High Country RPO	Wilkes
H150284	Division Needs	SR 1163 (Rivers Street), SR 1102 (Poplar Grove Road), SR 1180 (Poplar Grove Connector)	US 321/421/NC 194 (King Street)	US 321 (Hardin Street)	Upgrade roadway with roundabouts	1 - Widen Existing Roadway	\$ 22,537,000	N/A	N/A	19.25	High Country RPO	Watauga
H150294	Regional Impact	NC 16	US 421	SR 1317 (Pleasant Home Church Road)/SR 1347 (Charity Church Road)	Widen to four-lane divided facility.	1 - Widen Existing Roadway	\$ 68,000,000	N/A	34.71	25.32	High Country RPO	Wilkes
H150297	Regional Impact	NC 115 (Statesville Road)	SR 2340 (Fishing Creek Road)	US 421	Upgrade roadway.	16 - Modernize Roadway	\$ 6,490,000	N/A	33.67	25.65	High Country RPO	Wilkes

**Eligible Highway Projects**

H150298		Division Needs	SR 1522 (Deerfield Road)	State Farm Road	SR 1523 Wilson Ridge Road	Upgrade roadway.	16 - Modernize Roadway	\$ 3,446,000	N/A	N/A	27.77	High Country RPO	Watauga
H150358		Regional Impact	US 221 BUS(South Jefferson Avenue), NC 194	SR 1248 (Beaver Creek School Road)		Construct superstreet intersection	10 - Improve Intersection	\$ 1,700,000	N/A	32.85	22.85	High Country RPO	Ashe
H150440		Regional Impact	NC 194	US 221 Business (2nd Street)	NC 88	Modernize Roadway	16 - Modernize Roadway	\$ 2,725,000	N/A	22.28	17.45	High Country RPO	Ashe

**Eligible Transit Projects**

SPOT ID	Project Category	Route / Facility Name	Project Description	Specific Improvement Type	Cost To NCDOT	Division Needs Quantitative Score (Out of 50)	All MPOs / RPOs	County(s)
T130093	Division Needs	Boone State Farm FY 17 Exp Veh	To increase frequency on the State Farm Shuttle Route from 30 minutes to 15 and to double the capacity for passengers by adding a second bus on the route during peak hours during the August to May School year. Service would need to be extended through the summer as well once the new apartments are opened.	1 - Expansion Vehicle	\$ 50,000	30.73	High Country RPO	Watauga
T130096	Division Needs	Avery County FY16 DR	ACT is requesting an LTV Expansion vehicle to provide increased service to residents of Avery County.	1 - Expansion Vehicle	\$ 5,860	34.57	High Country RPO	Avery
T130097	Division Needs	Ashe County FY18 DR Elderly and Disabled	5310 Elderly and Disabled funds to purchase an Expansion Vehicle, Light Transit Vehicle which will be used to provide transportation to persons over 65 years of age and persons with a disability.	1 - Expansion Vehicle	\$ 7,500	33.98	High Country RPO	Ashe

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**AGENDA ITEM 7:**

**LANDFILL PAVING BID AWARD REQUEST**

**MANAGER'S COMMENTS:**

Mr. JV Potter, Operations Service Director, will present bids for paving at the landfill facility. Bids were received from four vendors with Boone Paving being the lowest responsive bidder in the amount of \$65,120. Adequate funds have been budgeted to cover the expenditure.

Board action is required to award the bid to Boone Paving in the amount of \$65,120 for paving at the landfill facility.

**MEMO**

**SANITATION DEPARTMENT**

**TO:** DERON GEOUQUE, COUNTY MANAGER  
**FROM:** JV POTTER/ OSD  
**SUBJECT:** PAVING /LANDFILL  
**DATE:** 4/20/2016

APR 20 2016

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As you are aware, the Sanitation Department recently requested bids for the paving of landfill Maintenance building parking lot, Recycle building lot and Scale House road entrance and the bids are as follows:

- Boone Paving- \$65,120.00
- Moretz Paving- \$71,460.00
- Tri- County Paving- \$74,947.18
- Maymead- \$77,372.84

There are sufficient funds within the Sanitation Department's budget to cover the cost of the paving. I would like to recommend that the board accept the lowest bid from Boone Paving in the amount of \$65,120.00, and authorize the Sanitation Department to proceed.

Thank you



# BOONE PAVING AND ASPHALT INC.

## Residential & Commercial

271 Dove Acres Vilas, NC 28692  
PH/FAX: 828-963-5179  
Email: p.schaller@charter.net

---

## PROPOSAL AND ACCEPTANCE

Date: March 30, 2016

Proposed to: Watauga County Landfill

Address: 336 Landfill Rd. Boone NC 28607

Phone: 828-264-4885 Email: [donna.watson@watgov.org](mailto:donna.watson@watgov.org) Fax: 828-264-1702

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### DESCRIPTION OF SPECIFICATIONS AND PRICING:

#### COMMERCIAL PARKING LOT/Maintenance Building Patching & Crack Fill

Prepare and pave marked areas 1165 sq. ft. as follows:

1. Saw cut and remove asphalt 4 inches deep.
2. Apply tack coat adhesive (CRS-02) to surface.
3. Apply surface asphalt/I-2 (RS9.5B).
4. Compact asphalt to a depth of 2 inches.
5. Apply a second course of surface asphalt.
6. Compact asphalt resulting in a total thickness of 4" and a flush match to surrounding asphalt.
7. Clean debris as required from 150 ft. crack.
8. Apply hot tar to fill crack.

Note: Scuffing/tire marks are not the responsibility of Boone Paving & Asphalt, Inc. and will not affect the integrity of the asphalt. See attached Acceptance

We hereby agree to furnish the material and labor using the process specified above for the sum of:

To be paid on completion =

**\$4,660.00**

Authorized Signature: \_\_\_\_\_

*Anthony Schaller*

Date: \_\_\_\_\_

*4/14/16*

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# BOONE PAVING AND ASPHALT INC.

## Residential & Commercial

271 Dove Acres Vilas, NC 28692  
PH/FAX: 828-963-5179  
Email: p.schaller@charter.net

---

## PROPOSAL AND ACCEPTANCE

Date: March 30, 2016

Proposed to: Watauga County Landfill

Address: 336 Landfill Rd. Boone NC 28607

Phone: 828-264-4885 Email: [donna.watson@watgov.org](mailto:donna.watson@watgov.org) Fax: 828-264-1702

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### DESCRIPTION OF SPECIFICATIONS AND PRICING:

#### COMMERCIAL PARKING LOT/Recycling Center – Back Lot

Prepare and pave marked areas 16,396 sq. ft. as follows:

1. Saw cut and remove asphalt 4 inches deep.
2. Apply tack coat adhesive (CRS-02) to surface.
3. Apply binder (RT 19.0B).
4. Compact binder to a depth of 2".
5. Apply surface asphalt/I-2 (RS9.5B).
6. Compact asphalt resulting in a total thickness of 4" and a flush match to surrounding asphalt.

Note: Scuffing/tire marks are not the responsibility of Boone Paving & Asphalt, Inc. and will not affect the integrity of the asphalt. See attached Acceptance

We hereby agree to furnish the material and labor using the process specified above for the sum of:

To be paid on completion =

\$49,100.00

Authorized Signature: *Anthony Schaller*

Date: 4/14/16

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# BOONE PAVING AND ASPHALT INC.

## Residential & Commercial

271 Dove Acres Vilas, NC 28692  
PH/FAX: 828-963-5179  
Email: p.schaller@charter.net

---

## PROPOSAL AND ACCEPTANCE

Date: March 30, 2016

Proposed to: Watauga County Landfill

Address: 336 Landfill Rd. Boone NC 28607

Phone: 828-264-4885 Email: [donna.watson@watgov.org](mailto:donna.watson@watgov.org) Fax: 828-264-1702

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### DESCRIPTION OF SPECIFICATIONS AND PRICING:

#### COMMERCIAL ROAD ENTRANCE/Scalehouse Road Entrance

Prepare and pave marked areas as follows:

1. Clean/remove debris from surface, where necessary.
2. Wedge area using 2 course of I-2 (RS9.5B).
3. Compact wedged asphalt to a depth of 4".

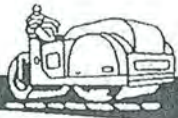
Note: Scuffing/tire marks are not the responsibility of Boone Paving & Asphalt, Inc. and will not affect the integrity of the asphalt. See attached Acceptance

We hereby agree to furnish the material and labor using the process specified above for the sum of:

To be paid on completion = **\$7,840.00**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# BOONE PAVING AND ASPHALT INC.

## Residential & Commercial

271 Dove Acres Vilas, NC 28692  
PH/FAX: 828-963-5179  
Email: p.schaller@charter.net

---

## PROPOSAL AND ACCEPTANCE

Date: March 30, 2016

Proposed to: Watauga County Landfill

Address: 336 Landfill Rd. Boone NC 28607

Phone: 828-264-4885 Email: [donna.watson@watgov.org](mailto:donna.watson@watgov.org) Fax: 828-264-1702

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### DESCRIPTION OF SPECIFICATIONS AND PRICING:

#### COMMERCIAL ROADWAY/Scalehouse Road

Prepare and pave marked areas 880 sq. ft. as follows:

1. Saw cut and remove asphalt 4 inches deep.
2. Apply tack coat adhesive (CRS-02) to surface.
3. Apply binder (RT 19.0B).
4. Compact binder to a depth of 2".
5. Apply a second course of surface asphalt/I-2 (RS9.5B).
6. Compact asphalt resulting a a total thickness of 4" and a flush match to surrounding asphalt.

Note: Scuffing/tire marks are not the responsibility of Boone Paving & Asphalt, Inc. and will not affect the integrity of the asphalt. See attached Acceptance

We hereby agree to furnish the material and labor using the process specified above for the sum of:

To be paid on completion = **\$3,520.00**

Authorized Signature: Anthony Schaller Date: 4/14/16

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



P.O. Box 270 • Zionville, NC 28698

Phone: (828) 297-5048 • Fax: (828) 297-7703

# PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO <i>Watauga Co Landfill</i>	PHONE	DATE <i>3/25-16</i>
STREET	JOB NAME	
CITY, STATE AND ZIP CODE <i>Boone, N.C.</i>	JOB LOCATION <i>Landfill</i>	
ARCHITECT	DATE OF PLANS <i>Attn: J.V. Potter</i>	JOB PHONE

We hereby submit specifications and estimates for:

*Maintenance Building Patching: Mill 4 inches deep and pave back: 18x20, 16x18, 22x6, 35x11 and crack fill 150 L.F. \$4,460.00*

*Recycling center: Back lot: Mill 4 inches deep and pave back with 2 inches of Binder and 2 inches of Surface 151x88, 36x88 \$58,000.00*

*Scalehouse Road: Mill 4 inches deep and pave back with 2 inches of Binder and 2 inches of Surface: 40x22 \$3,000.00*

*Scalehouse Road entrance: Wedge out dip with 4 inches of Asphalt: 70x28 \$6,000.00*

### ROCK CLAUSE

**NOTE: NOT RESPONSIBLE FOR UNDERGROUND UTILITIES**

**NOTE: NOT RESPONSIBLE FOR SCUFFING**

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ *71,460.00* ).

Payment to be made as follows:

*Net 30 days*

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Jim Moretz*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_

Tri-County Paving, Inc.  
 P.O. Box 863  
 West Jefferson, NC 28694

**Estimate**

Date	Estimate #
3/21/2016	27592

Name / Address
Watauga County Sanitation Dept. c/o: J.V. Potter

Description	Qty	Cost	Total
<p>ScaleHouse Road-The scope of work will consist of the following:</p> <ol style="list-style-type: none"> <li>Using a milling machine: Mill out 4" deep into the existing asphalt.</li> <li>Pave back first with 2" +/- compacted binder course asphalt.</li> <li>Pave back second with 2" +/- compacted surface grade asphalt.</li> </ol> <p>Scale House Road Entrance -The scope of work will consist of the following: Wedge Road with asphalt to take out the dip in the road.</p> <p>We appreciate the opportunity to submit this quote. We are licensed NC, VA, and TN General Contractors and Accredited Members of the N.C. Better Business Bureau. Our company has served the High Country for 39 years since 1977 and are fully licensed ,fully insured and bondable. Our asphalt company is a Pre-qualified NC DOT Contractor and 3 NC Certified Asphalt Technicians serve on our paving crew. Our grading crew also has NC DOT Certified Erosion Control Specialists. Please call if we can further serve you.</p>			
THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS QUOTE.			

<b>Total</b>	<b>\$74,947.18</b>
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Phone #	Fax #	E-mail
336-246-7244	336-846-4914	www.tricopaving@skybest.com



1995 Roan Creek Road  
 Mountain City, TN 37683  
 Phone (423) 727-2000 Fax (423) 727-2025

# Quotation

**DATE** March 29, 2016  
**Quotation #** 16-032901  
**Customer ID**

**Prepared For:**  
 JV Potter  
 Watauga County Sanitation  
 Fax# 828264-1702

*Quotation valid until:* April 28, 2016  
*Prepared by:* dg

**Quote For:**  
 Asphalt Paving

**Comments or special instructions:**  
 This job is quoted LUMP SUM

Description	AMOUNT
Maintenance Building Patching Mill and Pave 4", 18x20, 16x18, 22x6, 35x11 Crackfill 150'	\$ 5,255.70
Recycling Center Backlot Mill and Pave 4", 151x88, 36x88	\$ 62,110.92
Scalehouse Road Mill and Pave 4", 40x22	\$ 3,381.22
Scalehouse Road Entrance Pave 4" 70x28	\$ 6,625.00
<b>Maymead, Inc. will furnish all necessary materials, equipment and labor to perform this work for the sum of:</b>	<b>\$ 77,372.84</b>

If you have any questions concerning this quotation, contact Maymead, Inc., (423) 727-2000.

Authorized Signature: 

**ACCEPTANCE OF PROPOSAL :** If the above price(s), specifications and conditions are satisfactory and acceptable, please sign below and return by fax or mail to address listed above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

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**AGENDA ITEM 8:**

**TAX MATTERS**

*A. Monthly Collections Report*

**MANAGER'S COMMENTS:**

Mr. Larry Warren, Tax Administrator, will present the Monthly Collections Report and be available for questions and discussion.

The report is for information only; therefore, no action is required.



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**AGENDA ITEM 8:**

**TAX MATTERS**

*B. Refunds and Releases*

**MANAGER'S COMMENTS:**

Mr. Warren will present the Refunds and Releases Reports.

Board action is required to accept the Refunds and Releases Reports.

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**AGENDA ITEM 8:**

**TAX MATTERS**

*C. Unpaid Real Estate Tax Bills*

**MANAGER'S COMMENTS:**

Mr. Warren will present the unpaid real estate tax bills for Board consideration and advertisement.

Board action is required to authorize Mr. Warren to advertise the unpaid real estate tax bills for 2015.



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# WATAUGA COUNTY TAX ADMINISTRATION

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*Courthouse, Suite 21 – 842 West King Street – Boone, NC 28607  
(828) 265-8021 – FAX (828) 264-3230*

## MEMORANDUM

TO: Deron Geouque, County Manager  
FROM: Larry Warren, Tax Administrator  
SUBJECT: 2015 Unpaid Real Estate Tax-bills  
DATE: 04/027/2016

The 2015 report of unpaid taxes, which represent liens on real property, needs to be presented to the Board of County Commissioners at the May 3rd meeting. The current 2015 amount of outstanding taxes for Watauga County is \$227,701.33. This equates to approximately 2.46% of the total original real tax levy. Upon receipt, the Board needs to order the Tax Collector to advertise these tax liens. According to the North Carolina statutes, the advertisement has to be published between March 1<sup>st</sup> and June 30<sup>th</sup>. We plan to advertise during the month of May, one time in the local newspaper, Watauga Democrat. Please let me know if you have any questions.



04/28/2016 14:34  
Larry.Warren

WATAUGA COUNTY  
DELINQUENT TAXPAYERS REPORT - CHARGE DETAIL  
TOP 999,999,999 DELINQUENT ACCOUNTS AS OF 04/28/2016

P 317  
arlstunp

YEAR(S): 2015 to 2015  
INCLUDES BILLS FOR: RE DT  
EXCLUDES: PP MV

	BILL YEAR	CHARGE CODE	AMOUNT DUE
REAL ESTATE:	2015	C02	65,667.04
	2015	F01	7,283.73
	2015	F02	16,894.07
	2015	F03	379.26
	2015	F04	2,970.29
	2015	F05	2,618.60
	2015	F06	3,654.43
	2015	F07	6,543.12
	2015	F08	1,930.49
	2015	F09	8,290.37
	2015	F10	4,419.24
	2015	F11	1,571.87
	2015	F12	8,913.22
	2015	FS1	1,463.57
	2015	FS3	2.36
	2015	FS8	484.58
	2015	FX9	946.59
	2015	G01	539,944.40
	2015	MS1	3,379.53
	2015	NSF	122.30
	2015	SWF	62,786.95
	RE TOTAL:		740,266.01
GRAND TOTAL:			740,266.01

TOTAL NUMBER OF ACCTS: 1,487  
TOTAL NUMBER OF BILLS: 1,975

\*\* END OF REPORT - Generated by Larry Warren \*\*

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**AGENDA ITEM 9:**

**FINANCE MATTERS**

*A. Budget Amendments*

**MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will review budget amendments as included in your packet.

Board approval is requested.





**WATAUGA COUNTY**  
**FINANCE OFFICE**

814 West King St., Suite 216, Boone, NC 28607 Phone (828) 265-8007

**MEMORANDUM**

**TO:** Deron T. Geouque, County Manager  
**FROM:** Margaret Pierce, Finance Director  
**SUBJECT:** Budget Amendments - FY 2015/16  
**DATE:** April 27, 2016

The following budget amendments require the approval of the Watauga County Board of Commissioners. Board approval is requested.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103991 399100	Fund Balance Appropriation		411,000
104268 458000	Capital Outlay-Buildings	411,000	

To recognize funds for the Anderson Building renovations.

104199 499100	Administrative Contingency		100,000
104150 469101	Professional Services-Legal	100,000	

To transfer funds for additional expenses above original budget.

293270 312009	Occupancy Tax Revenues		355,000
294140 449900	Administrative Fee	3,550	
294140 469900	Pay to Watauga Co Dist U TDA	351,450	

To recognize additional estimated occupancy tax revenues and commensurate expenses.

103300 343308	NCDOT Enhancement Funds		30,000
104199 499100	Administrative Contingency		42,202
104285 457003	Capital Outlay-Underpass Trail	72,202	

To recognize additional grant funds and Board approved changes to the project.

**AGENDA ITEM 9:**

**FINANCE MATTERS**

***B. Proposed Sale of Real Property***

**MANAGER'S COMMENTS:**

Ms. Margaret Pierce will present the winning bid for Lot 314 in the Twin Rivers Development. Mr. Francisco Gomes of West Lake Hills, Texas submitted the high bid in the amount of \$31,100 for the property. The County foreclosed on the property at a cost of \$10,822.26. The Board may accept the bid or reject the bid and repost the property on GovDeals with a minimum bid of \$31,100.

Staff seeks direction from the Board.



## WATAUGA COUNTY FINANCE OFFICE

814 West King St., Room 216 - Boone, NC 28607 - Phone (828) 265-8007 Fax (828) 265-8006

### MEMORANDUM

TO: Deron Geouque, County Manager  
FROM: Margaret Pierce, Finance Director  
SUBJECT: Sale of Real Property  
DATE: April 26, 2016

Per the Resolution approved by the Board of Commissioners on April 5, 2016, property located at Lot 314 Twin Rivers Development, Boone, NC has been advertised and bids received. The list of bids is attached. The high bid of \$31,100.00 was offered by Francisco Gomes of 12 Hull Circle Drive, West Lake Hills, TX. The property is approximately 2.01 acres and can be referenced at PIN #1898-08-4229-000. This property was received as a tax foreclosure in the amount of \$10,822.26.

Acceptance of the high bid of \$31,100.00 is required to finalize the sale of the property and is recommended by staff. Closing is to occur within 60 days and all closing costs will be paid by the purchaser.

Board action on the sale of property is requested.

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION OF THE  
WATAUGA COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING THE SALE OF LOT 314 TWIN RIVERS DEVELOPMENT, BOONE, NC**

**WHEREAS**, the County of Watauga owns a 2.01 acre lot located at Twin Rivers Development, Hwy. 105 South, Boone, NC, Parcel ID 1898-08-4229-000 in the Watauga County tax maps; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits a County to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits the County to sell real property by electronic advertisement and public auction; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that auctions of real property may be conducted electronically if the County authorizes the establishment of an electronic auction procedure or authorizes the use of existing private or public electronic auction services; and

**WHEREAS**, the County has passed a Resolution authorizing the establishment of an electronic auction procedure and the use of existing public and private electronic auction services; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that notice of all electronic sales may be published solely by electronic means if that exclusive method of publication is approved by the governing board of the political subdivision; and

**WHEREAS**, The Board of Commissioners has adopted a Resolution for the exclusive method of publication being by electronic means.

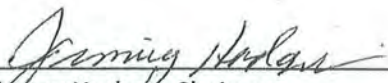
**NOW THEREFORE BE IT RESOLVED** by the Watauga County Board of Commissioners as follows:

1. The Watauga County Board of Commissioners hereby authorizes the sale of the following described tract of land by existing private electronic auction services at [www.govdeals.com](http://www.govdeals.com):

All of Lot 314 of Twin Rivers Development, Phase IIIC as shown on plat recorded in Plat Book 15, Page 151, of Watauga County Public Registry.

2. The County will accept bids for the property until Monday, April 25, 2016.
3. The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, May 3<sup>rd</sup>, 2016.
4. The minimum opening bid for this property shall be \$12,000.
5. The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid.
6. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for a 7.5% sales commission payable to Watauga County, all property surveys, deed preparation, and attorney and recording costs associated with the deed transfer.
7. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the county.
8. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.
9. This Resolution is adopted pursuant to the provisions of North Carolina General Statutes § 153A-176, 160A-266, and 160A-270.

**ADOPTED** this the 5<sup>th</sup> day of April, 2016.

  
Jimmy Hodges, Chairman  
Watauga County Board of Commissioners

ATTEST:

  
Anita J. Fogle, Clerk to the Board

(SEAL)





# Watauga County, NC

Deidre Earp

Log Out  
(Logout.cfm)  
timeout in 59:40

Site consultant  
**OFFLINE**  
LEAVE YOUR MESSAGE



([https://chat.govdeals.com/chat?locale=en&group=3&name=Deidre Earp&info=Deidre Earp, Watauga County, NC \(1244\)](https://chat.govdeals.com/chat?locale=en&group=3&name=DeidreEarp&info=Deidre+Earp,+Watauga+County,+NC+(1244))))

## Bid History

Auction Start Date: 04/05/2016 6:00 PM

Auction End Date: 04/25/2016 7:00 PM

Asset ID: 978

Userid	Bid Date/Time	Bid Amount
f*****m	04/25/2016 6:59:50 PM	\$31,100.00
m*****m	04/25/2016 6:59:50 PM	\$31,000.00
m*****m	04/23/2016 1:22:47 AM	\$29,100.00
d*****5	04/22/2016 1:06:08 PM	\$29,000.00
j*****p	04/22/2016 1:02:21 PM	\$27,000.00
d*****5	04/22/2016 1:02:21 PM	\$27,000.00
j*****p	04/22/2016 1:01:28 PM	\$26,600.00
d*****5	04/22/2016 1:01:28 PM	\$26,500.00
j*****p	04/22/2016 1:00:09 PM	\$26,100.00
d*****5	04/22/2016 1:00:09 PM	\$26,000.00
j*****p	04/22/2016 12:59:01 PM	\$25,800.00
d*****5	04/22/2016 12:59:01 PM	\$25,700.00
j*****p	04/22/2016 8:58:05 AM	\$25,600.00
d*****5	04/22/2016 8:58:05 AM	\$25,500.00
d*****5	04/22/2016 8:57:45 AM	\$25,100.00
j*****p	04/22/2016 8:57:45 AM	\$25,000.00
d*****5	04/22/2016 8:57:25 AM	\$24,100.00
j*****p	04/22/2016 8:57:25 AM	\$24,000.00
d*****5	04/22/2016 8:57:06 AM	\$21,100.00
j*****p	04/22/2016 8:57:06 AM	\$21,000.00
d*****5	04/22/2016 6:56:20 AM	\$20,101.00
m*****m	04/20/2016 3:07:39 PM	\$20,001.00
d*****5	04/20/2016 3:07:39 PM	\$20,000.00
m*****m	04/20/2016 10:35:06 AM	\$19,100.00
d*****5	04/20/2016 10:35:06 AM	\$19,000.00
m*****m	04/18/2016 8:20:50 PM	\$18,100.00
s*****6	04/18/2016 8:20:50 PM	\$18,000.00
s*****6	04/18/2016 3:09:12 PM	\$17,600.00
d*****5	04/18/2016 3:08:44 PM	\$17,500.00
s*****6	04/18/2016 3:08:44 PM	\$17,500.00

d*****5	04/18/2016 2:54:51 PM	\$16,600.00
s*****6	04/18/2016 2:54:51 PM	\$16,500.00
s*****6	04/18/2016 2:11:20 PM	\$16,100.00
d*****5	04/18/2016 2:10:49 PM	\$16,000.00
s*****6	04/18/2016 2:10:49 PM	\$16,000.00
d*****5	04/18/2016 1:15:34 PM	\$15,100.00
s*****6	04/18/2016 1:05:06 PM	\$15,000.00
d*****5	04/18/2016 1:05:06 PM	\$15,000.00
s*****6	04/18/2016 11:13:39 AM	\$14,100.00
h*****1	04/18/2016 11:13:39 AM	\$14,000.00
h*****1	04/18/2016 10:59:55 AM	\$13,300.00
d*****5	04/18/2016 10:59:55 AM	\$13,200.00
h*****1	04/18/2016 10:56:43 AM	\$13,100.00
d*****5	04/18/2016 10:56:43 AM	\$13,000.00
h*****1	04/18/2016 10:51:41 AM	\$12,900.00
s*****6	04/18/2016 10:51:41 AM	\$12,800.00
h*****1	04/18/2016 7:28:57 AM	\$12,700.00
d*****5	04/18/2016 7:28:57 AM	\$12,600.00
h*****1	04/13/2016 11:46:02 PM	\$12,500.00
l*****s	04/13/2016 10:41:49 PM	\$12,400.00
d*****5	04/13/2016 8:05:59 AM	\$12,300.00
h*****1	04/12/2016 8:55:10 PM	\$12,200.00
s*****l	04/10/2016 1:34:00 AM	\$12,100.00
j*****m	04/07/2016 1:54:45 PM	\$12,000.00

For Support, contact your CSR: John Miller (mailto:jmiller@govdeals.com) (919-971-6086) Site Map (index.cfm?  
or call 1-800-613-0156 from 9 am - 6 pm ET or email Support  
(mailto:clientservices@govdeals.com). fa=Main.SiteMap)

Acct ID: 1244 - P2B

GovDeals Seller's Certificate: 978-0425161900-1244

Congratulations, Watauga County, NC has sold another item on the GovDeals Auction Services.

BUYER (#628296)	
Name:	Francisco Gomes
Company:	Eames Norton LLC
Title To:	Eames Norton LLC
Phone:	512-284-4347
Email:	fhwgomes@gmail.com
Address:	12 Hull Circle Dr West Lake Hills, TX 78746

SELLER (#1244)	
Agency:	Watauga County, NC
Contact:	Deidre C Earp
Phone:	828-265-8007
Fax:	828-265-8006
Email:	deidre.earp@watgov.org
Address:	814 W King St Rm 216 Boone, NC 28607-3457

ITEM INFORMATION FOR ASSET ID: 978			
Item:	<a href="#">LOT 314 TWIN RIVERS DEVELOPMENT, BOONE, NC</a>		
<b>Pick Up Location:</b>	<a href="#">814 W King St Rm 216, Boone, NC 28607</a>		
Inventory ID:	LOT 314	Account ID:	1244
Condition:	See Description	Quantity:	1 Lot
Make/Brand:	Not Provided	Model:	Not Provided
VIN/Serial:	Not Provided	Model Year:	Not Provided
Meter:	0 (Accurate?: )	Title Restrictions:	No

Date	Item		Amount
04/25/2016 7:00 PM	LOT 314 TWIN RIVERS DEVELOPMENT, BOONE, NC		\$31,100.00
	Tax	None	\$0.00
		Total	\$31,100.00

Special Instructions:
The Watauga County Board of Commissioners must approve this sale and a record of all



bids will be reported to the Board of Commissioners at their regular meeting on Tuesday, May 3, 2016 meeting. The winning bidder will be contacted by the County if the sale was not approved.

See above description for additional terms and conditions of this sale.

Watauga County has the right to reject any and all bids or to withdraw this auction without prior notification.

**PAYMENT:** A bid deposit of five percent (5%) of the amount of the winning bid must be paid within five business days after close of auction. Acceptable forms of payment are cash, certified check or money order.

Description:

This auction is for one vacant lot; lot 314 Twin Rivers Development (2.01 acres) parcel ID 1898084229000 in the Watauga County tax maps.

Further information of this lot can be found at:

<http://tax.watgov.org/WataugaNC/maps/mapadv.aspx>.

The lot is sold as-is, subject to any existing liens, restrictive covenants, homeowner's association dues, or easements. It is the responsibility of the bidder to research any of the conditions listed above that may be applicable. Availability of sewer and water are not guaranteed.

The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for a 7.5% sales commission payable to Watauga County, all property surveys, deed preparation, and attorney and recording costs associated with the deed transfer. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the County.

The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, May 3, 2016. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.

**AGENDA ITEM 10:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*A. Presentation of the FY 2017 Capital Improvement Plan (CIP)*

**MANAGER'S COMMENTS:**

The County Manager will present the FY 2016-2017 Capital Improvement Plan (CIP) for your review prior to discussion during the upcoming budget work sessions. A link to the FY 2016-2017 CIP and Budget documents will be provided on the day of the meeting.

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**AGENDA ITEM 10:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*B. Presentation of the Manager's FY 2017 Recommended Budget*

**MANAGER'S COMMENTS:**

The Manager will present his Recommended FY 2017 Budget at the meeting and review highlights. If you have questions, please feel free to call or discuss at the budget work sessions scheduled for 12:00 P.M. on Wednesday, May 11, 2016, and 9:00 AM on Thursday, May 12, 2016.

The Recommended Budget will be available for public inspection on the County's website, in the County Manager's Office, and at the public libraries located in Boone, Blowing Rock, and the Western Watauga Community Center.

A public hearing will be held on May 17, 2016, at 5:30 P.M. to allow citizen comment on the proposed budget.

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**AGENDA ITEM 10:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

***C. Proposed Property & Liability Insurance and Workers Compensation Renewals Request***

**MANAGER'S COMMENTS:**

Renewal rates for property and liability insurance and workers compensation will be presented for the Board's consideration. The rate for property and liability is \$178,026 or a \$12,023 decrease, and the rate for workers compensation is \$265,709 or a 3.96% decrease. Based on prior years claims experience staff is recommending continuing the property deductible at \$5,000.

Board approval is requested to accept the renewals for property and liability insurance and workers compensation from the North Carolina Association of County Commissioners (NCACC), in the amount of \$178,026 and \$265,709 respectively.



NCACC Risk Management Pools  
Worker's Compensation

**RENEWAL ESTIMATE JULY 1, 2016 TO JULY 1, 2017**

Quoted on: **4/6/2016**

Member: **WATAUGA COUNTY**

Limits Coverage A : Workers Compensation: Statutory  
Coverage B: Employer's Liability: \$2,000,000

Class Code	Description	Annual Remuneration	Modified Rate	Modified Contribution
7710	FIREFIGHTERS & DRIVERS PATROL OR PROTECTIVE CORPS	\$102,886	3.936	\$4,049
7720	SHERIFF'S DEPT. OFFICERS & DRIVERS	\$3,002,129	3.761	\$112,910
8810	CLERICAL	\$4,371,013	0.334	\$14,587
8831	HOSPITAL VETERINARY & DRIVERS	\$77,036	1.463	\$1,127
8835	NURSING- HOME HEALTH , PUBLIC & TRAVELING ALL EMPLO	\$247,690	3.324	\$8,233
9015	BUILDINGS - NOC	\$658,041	4.262	\$28,043
9061	CLUBS & SENIOR CENTERS: NOC & CLERICAL	\$253,603	1.455	\$3,689
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$551,080	2.608	\$14,371
9403	ASHES GARBAGE OR REFUSE COLLECTION & DRIVERS	\$323,089	8.770	\$28,335
9410	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$2,088,250	2.186	\$45,658
9999	VOLUNTEERS (NCACC designated class)	\$12,500	37.665	\$4,708

**Total Estimated Payroll**

**\$11,687,317**

**2016-2017 Contribution: \$265,709**



**NCACC Risk Management Pools**  
**Worker's Compensation**

Payment Plan Available: Workers' Compensation Pool  
County or Entity: **WATAUGA COUNTY**

Quoted on: **4/6/2016**

**Annual Payment Plan:** (due on or before August 1, 2016) **\$265,709**

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Print Title \_\_\_\_\_

Date \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Government Budget and Fiscal Control Act.

Financial Officer:

Signature \_\_\_\_\_

Date \_\_\_\_\_





NCACC Risk Management Pools  
Liability and Property

<b>County or Entity:</b>					
<b>WATAUGA COUNTY</b>					
<b>RENEWAL ESTIMATE</b>		<b>JULY 1, 2016 TO JULY 1, 2017</b>		<b>Date of Quote</b>	<b>4/19/16</b>
<b>Coverage</b>	<b>Contract Limit</b>	<b>Deductible</b>	<b>Renewal Exposure</b>		<b>Contribution</b>
Property	Insured Values	\$5,000	Total Property Values	\$65,731,297	35,227
			Total Inland Marine Values	\$7,928,999	4,556
			<b>Total</b>		<b>\$39,783</b>
General Liability	\$2,000,000	\$5,000	Population (County)	53,314	14,343
			Payroll (Entity)	\$0	0
			Fire Legal Additional Limits	\$0	0
			Number of EMTs	0	0
			<b>Total</b>		<b>\$14,343</b>
Automobile Liability	\$2,000,000		Total # of Vehicles (Liability)	122	35,586
Physical Damage	Actual Cash Value	\$1,000	Total # of Vehicles (PD)	122	17,792
Replacement Cost	\$2,000,000		Value of Selected Veh.	\$0	\$0
			<b>Total</b>		<b>\$53,378</b>
Crime	\$250,000	\$5,000	Money on Premises	1	\$920
			Great than \$250,000	0	\$0
			<b>Total</b>		<b>\$920</b>
Public Officials Liability	\$2,000,000	\$5,000	Population (County)	53,314	18,869
			Payroll (Entity)	\$0	0
			<b>Total</b>		<b>\$18,869</b>
Law Enforcement Liability	\$2,000,000	\$5,000	Class A Employees	45	25,830
			Class B Employees	29	8,342
			Class C Employees	15	2,152
			<b>Total</b>		<b>\$36,324</b>
Employment Practices Liability	\$2,000,000	\$5,000	Population (County)	53,314	14,409
			Payroll (Entity)	\$0	0
			<b>Total</b>		<b>\$14,409</b>
Cyber Liability	\$1,000,000	\$5,000	Population (County)	Total	included
			Payroll (Entity)	Total	included
<b>Annual Estimated Contribution</b>					<b>\$178,026</b>



NCACC Risk Management Pools  
Liability and Property

Payment Plan Available: Liability & Property Pool  
County or Entity: **WATAUGA COUNTY**

Quoted on: **4/19/2016**

<b>Annual Payment Plan:</b> (due on or before August 1, 2016)	<b>\$178,026</b>
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I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Print Title \_\_\_\_\_

Date \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Government Budget and Fiscal Control Act.

Financial Officer:

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## **AGENDA ITEM 10:**

### **MISCELLANEOUS ADMINISTRATIVE MATTERS**

#### *D. Boards and Commissions*

#### **MANAGER'S COMMENTS:**

##### *Watauga County Board of Adjustment*

Janet Beck has resigned from the Board of Adjustment. Her 3-year term was set to expire in November. She is an at-large appointee. The Commissioners have the option of appointing someone to finish the term or to make a new 3-year appointment that would expire in November, 2019.

##### *AppalCART Board*

Dr. Tim Burwell (Interim Vice Chancellor for Business Affairs) has indicated that Appalachian State University would like him to fill the seat vacated by Greg Lovins on the AppalCART Board. Mr. Craig Hughes, AppalCART Director, has requested Mr. Burwell be appointed. This is a first reading, therefore, no action is required.



Office of Academic Affairs  
ASU Box 32006  
Boone, NC 28608-2006  
(828) 262-2070  
Fax: (828) 262-3034

April 26, 2016

Watauga County Board of Commissioners  
814 West King Street, Suite 205  
Boone, North Carolina 28607

Dear Watauga County Board of Commissioners:

On behalf of Chancellor Everts and Appalachian State University, I would like to respectfully request that Dr. Timothy Burwell, Interim Vice Chancellor for Business Affairs, be appointed to the AppalCART Board of Authority effective immediately. This seat was recently vacated by Mr. Greg Lovins, who recently retired from the University.

Please don't hesitate to contact my office if we can provide you with anything further. Thank you for all that you do for the Boone Community and Appalachian State University.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darrell P. Kruger".

Darrell P. Kruger  
Provost and Executive Vice Chancellor

Cc: Chancellor Sheri Everts  
Chair Angie Boitnotte  
Mr. Craig Hughes

**AGENDA ITEM 10:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*E. Announcements*

**MANAGER'S COMMENTS:**

Budget work sessions are scheduled for Wednesday, May 11, (12:00 – 6:00 P.M.) and Thursday, May 12, (9:00 A.M. – 12:00 P.M.). Both work sessions will be held in the Commissioners' Board Room.

The Trustees of Caldwell Community College & Technical Institute invites the Board of Commissioners to a meeting on Wednesday, May 18, 2016, at 6:00 P.M. at the Occupational Training Facility on Hwy 105 Bypass, Boone NC, in Room 106.



## Caldwell Community College and Technical Institute

*Office of the President*



April 25, 2016

Mr. Deron Geouque  
Watauga County Manager  
814 West King Street, Suite 205  
Boone, NC 28607

Dear Mr. Geouque:

The Trustees of Caldwell Community College and Technical Institute would like to schedule a joint meeting of the College Board of Trustees, the Watauga County Commissioners and the Watauga Board of Education on Wednesday, May 18, 2016 at 6:00 p.m. at the Occupational Training Facility on Hwy 105 By-pass, (W141) Room 106.

Will you please check the date and time with the Commissioners and let my assistant, Donna Church know either by e-mail: [dchurch@cccti.edu](mailto:dchurch@cccti.edu) or phone: 828-726-2210, if May 18, 2016 at 6:00 p.m. will accommodate the Watauga County Commissioners schedule. Since a meal will be provided, we will need to know who will attend by Tuesday, May 10.

Sincerely,

Kenneth A. Boham, Ed.D.  
President

dlc

2855 Hickory Blvd., Hudson, NC 28638 • 828.726.2210  
Email: [kboham@cccti.edu](mailto:kboham@cccti.edu) • Fax: 828.726.2300 • [www.cccti.edu](http://www.cccti.edu)

*An Equal Opportunity Educator & Employer*

**AGENDA ITEM 11:**

**PUBLIC COMMENT**

**AGENDA ITEM 12:**

**BREAK**

**AGENDA ITEM 13:**

**CLOSED SESSION**

Attorney/Client Matters – G. S. 143-318.11(a)(3)

Personnel Matters – G. S. 143-318.11(a)(6)